

5.2.2 - Self-attested list of students placed / self-employed



Apollo Pharmacies Limited

Apollo Health City, Jubilee Hills, Hyderabad - 500 096. TELANGANA. INDIA.
Tel : (91)-(40)-2343 1739, E-mail : hr_hyd@apollopharmacy.in

Dear Dharshne P.T

10-May-2024

APPOINTMENT ORDER

1. Welcome to the family of **APOLLO PHARMACIES LIMITED**. With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as '**Pharmacist**' with effect from 10-May-2024.

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**Gratuity will be paid as per the Payment of Gratuity Act 1972.

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With best wishes,
for **APOLLO PHARMACIES LIMITED.**

HANEESH MOHAN NAMBIAR
SR GENERAL MANAGER - HR



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Dear Hari Priya.B

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Dear Kumaran.B

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Dear MEENA VARSHINI.P

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Dear Shanmugapriya.S.K

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Dear Yuvan Hadhithya.H

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Dear Vignesh.S

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HANEESH MOHAN NAMBIAR
SR GENERAL MANAGER - HR

Date: 26/09/2024

Offer Letter

Dear HARISH S,

We are pleased to offer you a position in our organization as **Associate Engineer**
This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side.
After probation, the period of notice required for resignation is ONE month on either side.

As an employee of Ascendion Engineering Private Limited Engineering Private Limited, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of Ascendion Engineering Private Limited Engineering Private Limited and its clients. To protect the interests of both Ascendion Engineering Private Limited Engineering Private Limited and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of its letter confirms the conditions of your employment. Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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

Date: 26/09/2024

Offer Letter

Dear **HARIZ MISHAL B S**,

We are pleased to offer you a position in our organization as **Associate Engineer**

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself. Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign. 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

Date: 26/09/2024

Offer Letter

Dear **ILAVARASAN B,**

We are pleased to offer you a position in our organization as **Associate Engineer**

This offer takes effect from your date of joining **12/11/2024,**

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best Yours

Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear **PRAVEEN K,**

We are pleased to offer you a position in our organization as **Associate Engineer**
This offer takes effect from your date of joining **12/11/2024,**

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear NISHANTH A,

We are pleased to offer you a position in our organization as **Associate Engineer**
This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear SIVADITHIYAN P,

We are pleased to offer you a position in our organization as **Associate Engineer**
This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side.
After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear DEEPAKRAJ M,

We are pleased to offer you a position in our organization as **Associate Engineer**

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear MAADESH K,

We are pleased to offer you a position in our organization as **Associate Engineer**

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear **PRAVEEN H,**

We are pleased to offer you a position in our organization as **Associate Engineer**
This offer takes effect from your date of joining **12/11/2024,**

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear **RAGHAV SRIVATSAV T R,**

We are pleased to offer you a position in our organization as **Associate Engineer**
This offer takes effect from your date of joining **12/11/2024,**

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear **SRIRAM V**,

We are pleased to offer you a position in our organization as **Associate Developer**.

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear NARENDRA T,

We are pleased to offer you a position in our organization as **Associate Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear ADITHYAN D,

We are pleased to offer you a position in our organization as **Associate Developer**.
This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best Your's

Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear **DHARANISHWARAN K,**

We are pleased to offer you a position in our organization as **Associate Developer.**

This offer takes effect from your date of joining **12/11/2024,**

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear **JAGADEESH D,**

We are pleased to offer you a position in our organization as **Associate Developer**.

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear JAGADEESH P,

We are pleased to offer you a position in our organization as **Associate Developer**.
This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear **LOGESH J,**

We are pleased to offer you a position in our organization as **Associate Developer**.

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear NARESH BABU T,

We are pleased to offer you a position in our organization as **Associate Developer**.

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side. After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.
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

Date: 26/09/2024

Offer Letter

Dear **PATRICK PRAVEEN K,**

We are pleased to offer you a position in our organization as **Associate Developer**.
This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

During probation, the period of notice required for resignation is ONE month on either side.
After probation, the period of notice required for resignation is ONE month on either side.

As an employee of **Ascendion Engineering Private Limited**, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of **Ascendion Engineering Private Limited** and its clients. To protect the interests of both **Ascendion Engineering Private Limited** and its clients, all employees are required to read and sign an Employment Agreement prior to beginning of employment.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear SANJAY B,

We are pleased to offer you a position in our organization as **Associate Developer**.

This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign. 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.

Date: 26/09/2024

Offer Letter

Dear R BHUVANESH,

We are pleased to offer you a position in our organization as **Programming Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear B SRIAKASH,

We are pleased to offer you a position in our organization as **Programming Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 26/09/2024

Offer Letter

Dear **R CHANDRU**,

We are pleased to offer you a position in our organization as **Programming Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear D LEENA DEVI,

We are pleased to offer you a position in our organization as **Programming Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

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Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best

Yours sincerely,



Corporate Head

Anexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear GAUTHAM P,

We are pleased to offer you a position in our organization as **Programming Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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Your signature at the end of this letter confirms that the conditions of your employment.

Wish you all the best Yours

Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/- Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.

Date: 26/09/2024

Offer Letter

Dear **HARINI S,**

We are pleased to offer you a position in our organization as **Programming Developer**. This offer takes effect from your date of joining **12/11/2024**,

Your compensation package would be as in Annexure A attached. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be 3 months. You would be posted at the above address. However as and when required, you may be transferred to any of the offices in India.

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Wish you all the best

Yours Sincerely,



Corporate Head

Annexure A - Compensation Details

Salary Structure

Basic Salary	INR 37,500/- month
Annum Salary	INR 4,50,000/-Annum

Note: Performance Increment will be subject to yearly basis, not depended on Job role assign.

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.



Date: 20.04.2024

Dear Ajay Ebineson S

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

You will be given 10 days of paid vacation leave and 30 days of sick leave credits. Please send a signed duplicate copy of this offer letter not later than 28.05.2024 expressing your acceptance of the job offer and the terms and conditions of employment.

For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Heno Merlin C P S

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

You will be given 10 days of paid vacation leave and 30 days of sick leave credits. Please send a signed duplicate copy of this offer letter not later than 28.05.2024 expressing your acceptance of the job offer and the terms and conditions of employment.

For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Lucas A D

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

You will be given 10 days of paid vacation leave and 30 days of sick leave credits. Please send a signed duplicate copy of this offer letter not later than 28.05.2024 expressing your acceptance of the job offer and the terms and conditions of employment.

For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

\ Dear Pradeep M

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

You will be given 10 days of paid vacation leave and 30 days of sick leave credits. Please send a signed duplicate copy of this offer letter not later than 28.05.2024 expressing your acceptance of the job offer and the terms and conditions of employment.

For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Megan Kumar M

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs 3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

You will be given 10 days of paid vacation leave and 30 days of sick leave credits. Please send a signed duplicate copy of this offer letter not later than 28.05.2024 expressing your acceptance of the job offer and the terms and conditions of employment.

For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Ragu M

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Praveen', is written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Sanjunath G

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Vignesh V

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Sree Anand J R N

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

A handwritten signature in black ink, appearing to read 'Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Sriram M

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

A handwritten signature in black ink, appearing to read 'Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Vishnuvardhan E D

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

A handwritten signature in black ink, appearing to read 'Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Karthikeyan V

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Sowmiya M

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Giridharan B

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Praveen Kumar S

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Bharath A

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Deepak A

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Martin I

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Vignesh S A

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Prabakaran D

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Dhanush D

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Mankiandan B

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Clement Christopher A

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Sanjith R

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Praveen S

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

A handwritten signature in black ink, appearing to read 'P. Praveen', written in a cursive style.

P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Anandhan V

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Baranidharan P

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Shashank Bharadwaj M

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER



Date: 20.04.2024

Dear Mohammed Saleem Khan S

On behalf of Atul, I would like to offer you employment with our company starting on Employment 06-05-2024 with the following terms and conditions: Your base salary will be Rs3,00,000 per year . You will receive an initial hiring bonus of Rs 25,000.

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Sincerely yours,

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P.PRAVEEN

SENIOR HR MANAGER

03-07-2023

Dear Ajay D

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

The position we are offering you is that of Senior Marketing Manager at a monthly salary of Rs.25,000/- with an annual cost to company of Rs.3,00,000 Your working hours will be from 9 AM to 6 PM, Monday to Friday.

Benefits for the position include:

- Casual Leave of 12 days per annum
- Health Insurance
- Paid Sick Leave

Employer State Insurance Corporation ESIC Coverage

We would like you to start work on December 1, 2023, at 9 AM. Please report to Jane Doe, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by November 20, 2023, to indicate your acceptance of this offer.

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

Sincerely,



Saran Raj S

HR Department Manager

03-07-2023

Dear Dinesh Kumar N

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

The position we are offering you is that of Senior Marketing Manager at a monthly salary of Rs.25,000/- with an annual cost to company of Rs.3,00,000 Your working hours will be from 9 AM to 6 PM, Monday to Friday.

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Sincerely,



Saran Raj S

HR Department Manager



03-07-2023

Dear Hemnath S

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Sincerely,

Saran Raj S

HR Department Manager



03-07-2023

Dear Mohamed Asarudeen S

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Sincerely,

Saran Raj S

HR Department Manager

03-07-2023

Dear Prakash K

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Sincerely,



Saran Raj S

HR Department Manager

03-07-2023

Dear Santhosh Kumar K

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Sincerely,



Saran Raj S

HR Department Manager



03-07-2023

Dear Surendara.B

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Sincerely,

A handwritten signature in black ink, appearing to read 'Saran Raj S', with a long horizontal line extending to the right.

Saran Raj S

HR Department Manager



03-07-2023

Dear Vijaya prithiyangara raja M

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

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Sincerely,

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Saran Raj S

HR Department Manager



03-07-2023

Dear VIVEKANAND V K

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

The position we are offering you is that of Senior Marketing Manager at a monthly salary of Rs.25,000/- with an annual cost to company of Rs.3,00,000 Your working hours will be from 9 AM to 6 PM, Monday to Friday.

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Saran Raj S

HR Department Manager



03-07-2023

Dear Santhosh K

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Saran Raj S

HR Department Manager



03-07-2023

Dear Dharani K

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Please sign the enclosed copy of this letter and return it to me by November 20, 2023, to indicate your acceptance of this offer.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Saran K J S', written over a horizontal line.

Saran K J S

HR Department Manager



03-07-2023

Dear Annamalai

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

The position we are offering you is that of Senior Marketing Manager at a monthly salary of Rs.25,000/- with an annual cost to company of Rs.3,00,000 Your working hours will be from 9 AM to 6 PM, Monday to Friday.

Benefits for the position include:

- Casual Leave of 12 days per annum
- Health Insurance
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Sincerely,

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Saran Raj S

HR Department Manager



03-07-2023

Dear Vigneshwaran D

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

The position we are offering you is that of Senior Marketing Manager at a monthly salary of Rs.25,000/- with an annual cost to company of Rs.3,00,000 Your working hours will be from 9 AM to 6 PM, Monday to Friday.

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Saran Raj S

HR Department Manager



03-07-2023

Dear Shyam R

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Saran Raj S

HR Department Manager



03-07-2023

Dear Gowtham C

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Saran Raj S

HR Department Manager



03-07-2023

Dear Mukesh Kanna J

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Saran Raj S

HR Department Manager



03-07-2023

Dear Gokul B

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HR Department Manager



03-07-2023

Dear Rajan A

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HR Department Manager



03-07-2023

Dear Kishore kumar

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Saran Raj S

HR Department Manager



03-07-2023

Dear Stephen Raj M

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

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Sincerely,

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Saran Raj S

HR Department Manager



03-07-2023

Dear Ajith Kumar S

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

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Saran Raj S

HR Department Manager



03-07-2023

Dear Dinesh Kumar P

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

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Saran Raj S

HR Department Manager



03-07-2023

Dear Pamula Anusha P

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Sincerely,

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Saran Raj S

HR Department Manager



03-07-2023

Dear Nareshi

Congratulations! We are pleased to confirm that you have been selected to work for Insight Corp. We are delighted to make you the following job offer.

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Saran Raj S

HR Department Manager



03-07-2023

Dear Magesh V

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Sincerely,

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Saran Raj S

HR Department Manager

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **RAJASEKARAN A,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

RAJASEKARAN A, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **SARATH KAMAL G,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

SARATH KAMAL G, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **TAMIL ARASAN S,**

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Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

TAMIL ARASAN S, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **JEEVANAND P,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
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INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
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5	Physical Copy of Signed Offer Letter

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CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M

Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

JEEVANAND P, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **SAKTHIVEL R K,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
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5	Physical Copy of Signed Offer Letter

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CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

SAKTHIVEL R K, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **YOGESHWARAN V**,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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2. TIMINGS

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1. WORK LOCATION AND TRAINING

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2. EMPLOYMENT RELATIONSHIP AND TERMINATION

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- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
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SIGNATURE:

DATE:

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DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

D RAGHUL, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **DURGA DEVI T,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern’s own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
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Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

DURGA DEVI T, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **JHAYA DHARSHINI K,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

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Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
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- Disparaging the company or leadership to any internal or external members.
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- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
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NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

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5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M

Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

JHAYA DHARSHINI K, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear VIGNESHWARAN S,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

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- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
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- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

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- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

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3. Non-Disclosure Agreement

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
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NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

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CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

VIGNESHWARAN S, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **HARI RAMA KRISHNAN,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
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Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

HARI RAMA KRISHNAN, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **DIVYA N**,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

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OJT Start Date: 5th July 2024

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1. WORK LOCATION AND TRAINING

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- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

DIVYA N, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **SANTHA KUMAR K,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
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2. EMPLOYMENT RELATIONSHIP AND TERMINATION

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- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
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2.	Revenue	50%	Directly proportional to the revenue generated
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Annexure II

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2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

SANTHA KUMAR K, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **VIGNESH PRASAATH R,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

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- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
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- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

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- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

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3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern’s own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

VIGNESH PRASAATH R, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **DHANAPAL B,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
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- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
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2. EMPLOYMENT RELATIONSHIP AND TERMINATION

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- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
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Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

DHANAPAL B, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **OVIYA S,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

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Target: 1,50,000 [explained in the Annexure 1 below]

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Annexure I

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At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

OVIYA S, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **THANYA ARAVINDDAN**
CLR,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
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2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

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CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

THANYA ARAVINDDAN CLR, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **WASEEM RUSTOM H,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

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- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

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Sl. No.	Particulars
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5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

WASEEM RUSTOM H, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **RUPESH P,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
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NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

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5	Physical Copy of Signed Offer Letter

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CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

RUPESH P, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **DANUSH KUMAR R,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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1. WORK LOCATION AND TRAINING

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

DANUSH KUMAR R, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **NITHIN RAAJ R B,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

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Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

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Target: 1,50,000 [explained in the Annexure 1 below]

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- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern’s own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

NITHIN RAAJ R B, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **PRASANTH P,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
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5	Physical Copy of Signed Offer Letter

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

PRASANTH P, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **S SURYA,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

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Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

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3. Non-Disclosure Agreement

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
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NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

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5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

S SURYA, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **V RAMANUJAN**,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
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STIPEND:	Rs.20,000 (per month)		
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ACCEPTANCE OF OFFER LETTER

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SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **AKSHAYA R,**

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Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

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Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

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4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

AKSHAYA R, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **LAVANYA S,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M

Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

LAVANYA S, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **SANJAY V,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

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2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
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- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

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3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

SANJAY V, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **VIGNESH T**,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

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1. WORK LOCATION AND TRAINING

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2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

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- Unauthorized Absence

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3. Non-Disclosure Agreement

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

VIGNESH T, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **ADARSH AIYAPPA A S,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

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Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M

Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

ADARSH AIYAPPA A S, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **DINESH S,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

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Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

This letter shall not be construed as an agreement, either expressed or implied, to employ you for any stated term, and shall in no way alter the Company's policy of internship at will, under which the Company remain free to relieve you of your service by issuing a one month's notice under normal professional circumstances. In case of unprofessional behavior exhibited by you, the Company reserves the right to terminate your services with a days' notice without any termination allowance/compensation for any misconduct or misbehavior that includes, but is not limited to

- Lack of discipline and regular tardiness
- Lack of professionalism or not maintaining decorum at the office
- Disparaging the company or leadership to any internal or external members.
- Invoking or inciting team members against the company or leadership
- Groupism and Politics against the company
- Poor performance/ Performance not matching the expectation/requirement of the company from time to time.
- Unauthorized Absence

If you wish to discontinue working at the "Company" you will need to give the "Company" **30 days of notice** during your internship, if not you can pay a compensation equal to 1 month stipend. At the completion of service or termination, you will need to return the company's devices and equipment immediately.

3. Non-Disclosure Agreement

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company. By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to assign ownership of any intellectual property rights and copyrights hereby indefinitely to the company for all work that is done as a part of the internship program with the company.

6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
3.	Incentives	Directly proportional upon overachieving the given target.	

NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M

Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

DINESH S, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **NAVEEN KUMAR M,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

You must adhere to the business hours that are standard in the place or places where your services are used. The standard work week will consist of six days; Saturday and Sunday are mandatory working days. You will have one week off between Monday and Friday [which will be discussed in the training]. In order to properly perform your tasks for the company, you will be expected to work for a total of nine hours. Timings may vary depending upon your daily work report.

1. WORK LOCATION AND TRAINING

- BANGALORE would be your place of employment.
- The initial 10 days of training will be unpaid because they fall under on-the-job training. You will transition onto off-the-job training after successfully completing on-the-job training.
- Your supervisory arrangements will be communicated upon joining. In addition to the duties outlined during your interviews, you will be obliged to perform additional responsibilities that are typically associated with your position and as guided by your authorized representatives of management.
- Telemarketing and online sales activities will be part of the job. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.
- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
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3.	PAN Card, Voter ID, or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,

For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

NAVEEN KUMAR M, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship
Dear **SHYAMSUNDAY R,**

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

Your appointment begins on the date listed below as the date of joining and your engagement with the Company shall confirm and commence after you report to the Company's office and sign the appointment letter on the Date of Joining. During the tenure of your internship, we want to see your finest performance, and based on that, you will be offered full-time employment.

Title: Business Development Trainee/Marketing Intern.
Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

Your salary and other benefits will be as set out in Annexure 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 2nd week of the subsequent month. The structure of your compensation plan and any policy may be altered / changed from time to time in line with the Compensation and any policy and practices of the Organization.

2. TIMINGS

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1. WORK LOCATION AND TRAINING

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- 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.
- During the training period you will not receive any of the employee benefits those regular employees receive.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.

2. EMPLOYMENT RELATIONSHIP AND TERMINATION

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- Unauthorized Absence

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3. Non-Disclosure Agreement

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

The Company shall have the right to amend or modify any of the above terms and conditions and the same shall become automatically binding on you from such date(s) as may be decided by the Company.

Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
INCENTIVES:	Rs.10,000 (per month)		
TARGET (permonth):	1,50,000		
SL. No	Stipend Components	Weightage(%)	Remarks
1.	Attendance	50%	
2.	Revenue	50%	Directly proportional to the revenue generated
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NOTE: During the training period you will not receive any of the employee benefits those regular employees receive.

Annexure II

At the time of joining, you are requested to keep scanned copies of the following documents mentioned below:

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5	Physical Copy of Signed Offer Letter

NOTE: At the time of joining, you are requested to keep scanned copies of all the above-mentioned documents along with one original*

CONFIRMATION OF OFFER

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

SHYAMSUNDAY R, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **T SRUTHI**,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

1. DATE OF APPOINTMENT FOR INTERNSHIP

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Title: Business Development Trainee/Marketing Intern.

Training Period: 05th July 2024 to 5th October 2023

OJT Start Date: 5th July 2024

OJT End Date: 5th October 2024

Target: 1,50,000 [explained in the Annexure 1 below]

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6. MODIFICATIONS OF TERMS & CONDITIONS OF SERVICE

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Annexure I

Please find the breakup of your compensation below:

DESIGNATION:	Business Development Trainee/ Marketing Intern.		
DEPARTMENT:	Sales And Marketing		
STIPEND:	Rs.20,000 (per month)		
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ACCEPTANCE OF OFFER LETTER

T SRUTHI, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

Date: 28 JUNE 2024

Subject: Offer of Internship

Dear **R ARCHANA**,

Campalin Innovations Pvt. Ltd. is pleased to offer you the position of **Business Development Trainee**. We are confident that this position provides you with a great learning experience and exciting challenges along with the best exposure.

Please read the following terms of agreement and sign at the bottom of the letter to indicate your acceptance.

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Training Period: 05th July 2024 to 5th October 2023

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Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the <hr@campalin.com> within 48 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of CAMPALIN INNOVATIONS if we do not receive your acceptance as per the mentioned timeline.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Yours sincerely,
For Campalin Innovations Private. Limited.



Akshay M
Chief Operating Officer

ACCEPTANCE OF OFFER LETTER

R ARCHANA, hereby confirm that I have read and understood the provisions of this offer of employment, and I accept the above job offer and request that the employer prepare a formal contract of employment for execution.

SIGNATURE:

DATE:

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Mahendran C
278 poorani garden devanari,
sholavaram,
Chennai 600067.
MobNo:(790)431-1775

Dear Mandran C

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

**Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre****TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr.V.Athi Subrmanian
28/10 1st East Street
Chennai 600067.

Dear Athi Subramanian

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

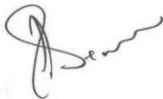
During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



R. Subbaraman
Deputy General
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

**To,
Mr. Selvarajan J
No. 20, Vembuli Amman Koil 8th Street
Pothukundu, vadakkangara
Malappuram
Kerala – 676 507**

Dear Selvarajan P

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/--** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No. 24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.**

Tel: +91 (0435) 2402322, +91 93817 37719**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

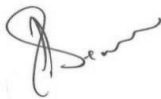
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides Pension contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

SELECTION CUM OFFER LETTER

**To,
Mr. Mahendran C
278 poorani garden devanari,
sholavaram,
Chennai 600067.
MobNo:(790)431-1775**

Dear Mandran C

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman
Deputy General
Manager HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719**

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

**Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre****TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

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Increments & Promotions

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You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

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Notice Period:

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NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

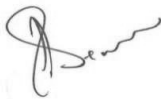
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Dinesh Kumar M
No 29 poorani garden devanari,
Chennai 600064.

Dear Dinesh Kumar M

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
asRelationshipManagerI

CompensationduringProbation period

COMPENSATIONDETAILS		
Name	Shri.Rajaguru R	
Designation	ProbationaryRelationship ManagerI	
CTC COMPONENTS(Allfiguresin Rs.)		
Component	PerMonth	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket ofAllowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-ManagementContribution	1,250/-	15,000/-
Pension-ManagementContribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP(Maxof 20%onBasic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia(Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
TotalCTC	42,000/-	5,04,000/-

Note:

1 .DearnessAllowance:-

FixedDearnessallowance,subjecttorevisionatthesolediscretionoftheManagement.

2. BasketofAllowances:-All-inclusiveofSales&Operationsallowance,MedicalReimbursement& any other allowances.

3. Pension:-Thebankprovides'Pension'contributionasathirdretirementbenefitinadditiontoPF andGratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reservesits right to switch over to Performance LinkedPay (PLP) for its employees at anyfuture dateand itispurely basedontheperformanceof theemployee.

5. Ex-gratia:-willbeconsideredpurelyatthediscretionoftheManagementbasedonthe financial performance of the Bank and also subject to terms and conditions stipulated from timeto time.

YoursalaryisconfidentialandshouldbediscussedonlywithHumanResourceManagementD evelopmentDepartment.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

**To,
Selvameena S
No 29 poorani garden devanari,
Chennai 600064.**

Dear Selvameena S

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman
Deputy General
Manager HRMD**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719**

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/,- you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

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In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

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Group Health Insurance Scheme

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Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

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Notice Period:

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NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

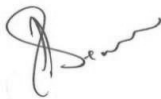
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

13.04.2023

OFFER LETTER

To,
Dhivya J
2/4 B, Ganapathi Puram,
Keelkattalai
Chennai 600117

Dear Dhivya J

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719**Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:


- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I**

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

**To,
Mr. Shobana S
No. 7 Sai Street,
Perunkudi
Chennai 600067.**

Dear Shobana S

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.**

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

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If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

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Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

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In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

13.04.2023

OFFER LETTER

**To,
Mr. Selva V
16/11, Rajagopala Chetty Street
Padappai
Chennai 600067.**

Dear Selva V

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman
Deputy
Manager HRMD** **General**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.**

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of avilment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Sharmila G
No.44 VOC street, Lakshmipuram
Chennai 600067.

Dear Sharmila G

congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

**Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre****TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/,- you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of avilment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides Pension contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





CITY UNION BANK



CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Praveen Kumar N
9/146 Pillaiyar Koil Street
Chennai 600067.

Dear Praveen Kumar N

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

**Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre****TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Sriram C S
278 poorani garden devanari,
sholavaram,
Chennai 600067.
MobNo:(790)431-1775

Dear Sriram C S

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; Email: placement@cityunionbank.in

**Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre****TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. M Deepak
278 poorani garden devanari,
sholavaram,
Chennai 600067.

Dear Deepak M

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



R. Subbaraman
Deputy General
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in

**Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre****TERMS and CONDITIONS (other than those prevalent in Service Agreement)**

At the time of joining duty, you are advised to furnish the following documents:-

- 1). Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

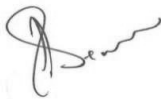
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Ajay Vishal P V
27, Old Trunk Road
Kolathur
Chennai 600067.

Dear Ajay Vishal P V

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Logesh VN
9/108 Dr.Ambethkar Nager
Chennai 600067.

Dear Logesh VN

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of avilment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

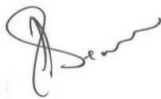
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____



Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

- Dearness Allowance:-**
Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:-** will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:-** will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

13.04.2023

OFFER LETTER

To,
Mr. Rakesh K
4/6-53 Amarjothi Jai Nagar
Chennai 600076.

Dear Rakesh K

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.


During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719
Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

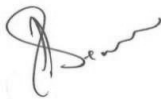
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
asRelationshipManagerI

CompensationduringProbation period

COMPENSATIONDETAILS		
Name	Shri.Rajaguru R	
Designation	ProbationaryRelationship ManagerI	
CTC COMPONENTS(Allfiguresin Rs.)		
Component	PerMonth	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket ofAllowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-ManagementContribution	1,250/-	15,000/-
Pension-ManagementContribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP(Maxof 20%onBasic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia(Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
TotalCTC	42,000/-	5,04,000/-

Note:

1. DearnessAllowance:-

FixedDearnessallowance,subjecttorevisionatthesolediscretionoftheManagement.

2. BasketofAllowances:-All-inclusiveofSales&Operationsallowance,MedicalReimbursement& any other allowances.

3. Pension:-Thebankprovides'Pension'contributionasathirdretirementbenefitinadditiontoPF andGratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reservesits right to switch over to Performance LinkedPay (PLP) for its employees at anyfuture dateand itispurely basedontheperformanceof theemployee.

5. Ex-gratia:-willbeconsideredpurelyatthediscretionoftheManagementbasedonthefinancial performance of the Bank and also subject to terms and conditions stipulated from timeto time.

YoursalaryisconfidentialandshouldbediscussedonlywithHumanResourceManagementD evelopmentDepartment.





STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Kavya S
16/11, Rajagopala Chetty Street
Perunkulathur
Chennai 600033.

Dear Kavya S

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/--** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar, Kumbakonam - 612 001, Tamil Nadu, India.

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

13.04.2023

OFFER LETTER

**To,
Vinisha V K
27, Old Trunk Road
Thiruvallur 600 076**

Dear Vinisha V K

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).

**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.**
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

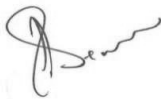
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

**To,
Aswin R
27, New Trunk Road
Chennai 600 076**

Dear Aswin R

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy **General**
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).

**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.**
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

- 1. Dearness Allowance:-**
Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- 2. Basket of Allowances:-** All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- 3. Pension:-** The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- 4. PLP:-** will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- 5. Ex-gratia:-** will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

To,
Mr. Santhosh S
278 poorani garden devanari,
sholavaram,
Chennai 600067.
MobNo:(790)431-1775

Dear Santhosh S

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. Rs. 5,04,000/--** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

R. Subbaraman
Deputy General
Manager HRMD

Encl.: Annexure to the selection cum offer letter (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

1. A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
2. Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
3. Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
4. A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
5. Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
6. If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

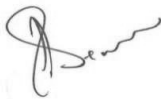
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





CITY UNION BANK

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

**To,
Mr. Tijo Thampy
278 poorani garden devanari,
sholavaram,
Chennai 600067.
MobNo:(790)431-1775**

Dear Tijo Thampy

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman
Deputy
Manager HRMD** **General**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719**

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
2. Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
3. Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
4. A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
5. Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
6. If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
7. While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
8. At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

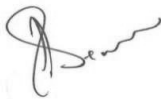
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receives satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receives a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____



**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I**

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER**To,****Mr. Joe Infant****278 poorani garden devanari,****sholavaram,****Chennai 600067.****MobNo:(790)431-1775****Dear Joe Infant**

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

**R. Subbaraman****Deputy****Manager HRMD****General**

Encl.: Annexure to the selection cum offer letter (as applicable to you).

**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.****Tel: +91 (0435) 2402322, +91 93817 37719****Website: www.cityunionbank.com; Email: placement@cityunionbank.in**



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.



This offer is made to you subject to the following pre-conditions:

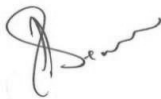
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards



**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.



STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/122233794/2023-24

05.12.2023

OFFER LETTER

**To,
Mr. Subash S
278 i garden devanari, sholavaram,
Chennai 600036.**

Dear Mandran C

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** for a period of **Eighteen months**, subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

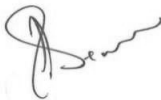
During the probationary period of eighteen months, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs. 5,04,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter. During the probationary period, necessary training will be imparted to you at our Branches/ Departments of our Bank.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

We take this opportunity to **welcome** you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,



**R. Subbaraman
Deputy
Manager HRMD** **General**

Encl.: Annexure to the selection cum offer letter (as applicable to you).



**Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.**

Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



Annexure-It your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24] as Relationship Manager ICadre

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of joining duty, you are advised to furnish the following documents:-

- 1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.
- 2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.
- 3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.
- 4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail your immediate termination of service at any point of time.
- 5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.
- 6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.
- 7). While reporting for duty at branch / department, you should hand over a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.
- 8). At that time of reporting for duty, you will have to submit all the original certificates (10th, 12th, UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/,-, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12th month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.





9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager I**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre-confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason therefor.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice / assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your service will be liable to be terminated forthwith, without any notice or compensation in lieu thereof, at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you, in terms of rules of the Bank in force from time to time.

Your service may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of your duty.



Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days.

You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.

Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future.

Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role/function /responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business /working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imburements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.



Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.
- You will devote your whole time and attention to your Office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) outside the Bank.
- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.
- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.
- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.
- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.
- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.
- You shall not use the Bank's resources for other commercial activities or for personal gain.
- In case any information you have provided to the Bank is found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.





This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.
- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage in your career. Additionally, the Bank reserves the right to seek references from your current/previous employer(s), at any stage, subsequent to your acceptance of this offer letter.
- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this selection cum offer letter and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 12.12.2023, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted these selection cum offer letter.

Welcome to the CUB

family. With Regards

**R. Subbaraman
Deputy General
Manager HRMD**

I have read, understood and agree to the terms and conditions set forth in this selection cum offer letter and the annexures.

Signature

Name: _____

Date: _____

Place: _____





**Annexure-II to your Offer of Employment [HRMD/OFF-LTR/122233794/2023-24]
as Relationship Manager I**

Compensation during Probation period

COMPENSATION DETAILS		
Name	Shri.Rajaguru R	
Designation	Probationary Relationship Manager I	
CTC COMPONENTS (All figures in Rs.)		
Component	Per Month	Per Year
Basic Pay	15,000/-	1,80,000/-
Fixed DA ¹	2,000/-	24,000/-
HRA	6,000/-	72,000/-
Basket of Allowances ²	7,250/-	87,000/-
Gross Pay	30,250/-	3,63,000/-
PF-Management Contribution	1,250/-	15,000/-
Pension-Management Contribution ³	700/-	8,400/-
Fixed CTC	32,200/-	3,86,400/-
PLP (Max of 20% on Basic Pay) ⁴	3,050/-	36,600/-
Bonus/Ex-gratia (Maximum) ⁵	6,750/-	81,000/-
Variable CTC	9,800/-	1,17,600/-
Total CTC	42,000/-	5,04,000/-

Note:

1. Dearness Allowance:-

Fixed Dearness allowance, subject to revision at the sole discretion of the Management.

2. Basket of Allowances:- All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.

3. Pension:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.

4. PLP:- will vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.

5. Ex-gratia:- will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.





February 13th 2024

Dear AMARNATH M

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 7L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
 - **Stock Option Program:** After six (6) months of employment, you will become eligible for participation in the Company stock option program. Issuance of stock is at the sole discretion of the Company.
 - **Benefits:** You will be eligible to receive all benefits from the Company that are offered to employees of the Company, including health insurance coverage which may require an employee contribution, and a 401(k) plan, subject to the eligibility and other provisions of such plans and programs.
 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this conditional offer letter constitutes an employment contract or modifies the at-will nature of your employment relationship. If and when you commence employment, you will be subject to all applicable employment and other policies of the Company, as outlined in the Company Employee Handbook and elsewhere.

By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the Company is considered at will, meaning that either the Company or I may terminate this employment relationship at any time with or without cause.

Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear KARPAGALAKSHMI

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 7L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
 - **Stock Option Program:** After six (6) months of employment, you will become eligible for participation in the Company stock option program. Issuance of stock is at the sole discretion of the Company.
 - **Benefits:** You will be eligible to receive all benefits from the Company that are offered to employees of the Company, including health insurance coverage which may require an employee contribution, and a 401(k) plan, subject to the eligibility and other provisions of such plans and programs.
 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this conditional offer letter constitutes an employment contract or modifies the at-will nature of your employment relationship. If and when you commence employment, you will be subject to all applicable employment and other policies of the Company, as outlined in the Company Employee Handbook and elsewhere.

By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the Company is considered at will, meaning that either the Company or I may terminate this employment relationship at any time with or without cause.

Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear NANDHA KRISHNA R S

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 7L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
 - **Stock Option Program:** After six (6) months of employment, you will become eligible for participation in the Company stock option program. Issuance of stock is at the sole discretion of the Company.
 - **Benefits:** You will be eligible to receive all benefits from the Company that are offered to employees of the Company, including health insurance coverage which may require an employee contribution, and a 401(k) plan, subject to the eligibility and other provisions of such plans and programs.
 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this conditional offer letter constitutes an employment contract or modifies the at-will nature of your employment relationship. If and when you commence employment, you will be subject to all applicable employment and other policies of the Company, as outlined in the Company Employee Handbook and elsewhere.

By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the Company is considered at will, meaning that either the Company or I may terminate this employment relationship at any time with or without cause.

Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear MUKILAVAN MATHIYAZHAGAN

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 7L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear DHANASEKAR S

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear RUHINA BEGAM T

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear VIGNESH P S

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear ATHISH K R

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear ROSHAN MUBARAK S

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear JAYARAJ R

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear YOGESH KUMAR T

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear KATHAR BASHA S B

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear VIDHUBALA A

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 7L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
 - **Stock Option Program:** After six (6) months of employment, you will become eligible for participation in the Company stock option program. Issuance of stock is at the sole discretion of the Company.
 - **Benefits:** You will be eligible to receive all benefits from the Company that are offered to employees of the Company, including health insurance coverage which may require an employee contribution, and a 401(k) plan, subject to the eligibility and other provisions of such plans and programs.
 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this conditional offer letter constitutes an employment contract or modifies the at-will nature of your employment relationship. If and when you commence employment, you will be subject to all applicable employment and other policies of the Company, as outlined in the Company Employee Handbook and elsewhere.

By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear MOHSIN M

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 7L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
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 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

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You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear LALITH KUMAR A

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
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You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear ARUN D

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
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Sincerely,



Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____



February 13th 2024

Dear DEEPAK VAIDHYANATHAN

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as an **Associate Product Engineer**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear JAGADEESH GOWTHAM VEERAPANDI

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
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Sincerely,



Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear MADARSHA A

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear NAVEIN KRISSH G

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear VIJAYAKUMAR M

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear D HARI HARAN

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the Company is considered at will, meaning that either the Company or I may terminate this employment relationship at any time with or without cause.

Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear S S KRISHNA BARKAVI

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 5L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
 - **Stock Option Program:** After six (6) months of employment, you will become eligible for participation in the Company stock option program. Issuance of stock is at the sole discretion of the Company.
 - **Benefits:** You will be eligible to receive all benefits from the Company that are offered to employees of the Company, including health insurance coverage which may require an employee contribution, and a 401(k) plan, subject to the eligibility and other provisions of such plans and programs.
 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear KISHOREKUMAR S

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear ARAVINDHAN S

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
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Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia", written in a cursive style.

Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear FAHIM ASHRAF K

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Sincerely,



Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear AMUTHAN A

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear GOKUL K

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear BHARATH R K

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear JOHN MOHAN

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear LOKESHKUMAR M

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

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Human Resources- Recruiter

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Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear YOKESH V

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 5L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
 - **Bonus Program:** The Company may pay a bonus, and in the event it does, you will be eligible for a bonus that is a percentage of your salary. This bonus will be based both on the success of the Company as well as your individual performance.
 - **Stock Option Program:** After six (6) months of employment, you will become eligible for participation in the Company stock option program. Issuance of stock is at the sole discretion of the Company.
 - **Benefits:** You will be eligible to receive all benefits from the Company that are offered to employees of the Company, including health insurance coverage which may require an employee contribution, and a 401(k) plan, subject to the eligibility and other provisions of such plans and programs.
 - **Paid Time Off (PTO):** You will be eligible to accrue PTO each calendar year pursuant to the Company's policy.

Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this conditional offer letter constitutes an employment contract or modifies the at-will nature of your employment relationship. If and when you commence employment, you will be subject to all applicable employment and other policies of the Company, as outlined in the Company Employee Handbook and elsewhere.

By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the Company is considered at will, meaning that either the Company or I may terminate this employment relationship at any time with or without cause.

Signature: _____

Name: _____

Date: _____

February 13th 2024

Dear NARESH A V

On behalf of **DELTA X**, I am excited to welcome you to the Company and present you with this offer of employment as a **Growth and Sales Specialist**. We look forward to working with you to grow our business. The terms of this offer of employment are as follows:

- **Employment:** Your employment relationship with the Company will be as a full-time and nonexempt employee.
- **Policies:** You are required to always comply with all Company policies.
- **Employee Agreements:** As a condition to your employment with the Company, you must sign and deliver to the Company the Confidentiality, Duty of Loyalty and Non-Solicitation Agreement and Arbitration Agreement.
- **Salary:** Your gross salary will be **INR 5L per annum** with the Company's payroll practices and subject to all withholdings and deductions required by law. In addition, your compensation package includes the following (these details are for information purposes and are subject to any policy or plan changes):
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Your employment will be at-will, meaning that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this conditional offer letter constitutes an employment contract or modifies the at-will nature of your

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By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing any restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or material of any kind, electronic or otherwise, with you from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss those questions with your current or former employer before removing or copying any documents or information.

The Company is an equal opportunity employer that abides by all federal, state, and local laws and ordinances. The Company expects all of its employees to abide by all federal, state, and local laws related to employment at the Company.

Sincerely,



Human Resources- Recruiter

I have read and understand the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the Company is considered at will, meaning that either the Company or I may terminate this employment relationship at any time with or without cause.

Signature: _____

Name: _____

Date: _____



Dear ARUN KUMAR V,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

As a Business Development Trainee/ Associate, your key responsibilities will include:

- Identifying new business opportunities to generate revenue and improve profitability.
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- Preparing detailed business plans and sales forecasts to present to senior management.

1. **Start Date:** Your employment with Intellipaate will commence on 13th June 2024. You will report directly to Sriram, Head of Sales.

2. **Probation Period:** You will be on a probation period of six months, during which your performance will be assessed based on your ability to meet predefined targets and overall contribution to the team. Upon successful completion of the probation period, your employment will be confirmed. Performance reviews will be conducted at the end of the probation period to evaluate your fit for the role.

3. **Basic CTC:** Your annual CTC will be ₹4,00,000, which includes the following components:

- **Basic Salary:** ₹4,00,000
- **House Rent Allowance (HRA):** ₹2,00,000
- **Special Allowance:** ₹2,00,000

You will be eligible for a performance-based bonus of up to 20% of your annual salary, contingent upon meeting sales targets and other performance metrics. The bonus will be reviewed and paid annually.

As a full-time employee, you will be entitled to the following benefits:

- Health insurance coverage
- Provident fund contributions as per statutory regulations
- 20 days of paid annual leave
- 12 days of casual/sick leave
- Professional development opportunities and training courses
- Travel allowances for business-related travel
- Access to the company’s wellness programs

4. **Employment Terms & Relationship:** This is a full-time, permanent position based at our Mumbai office, with standard working hours from 9 AM to 6 PM, Monday to Friday. You may be required to work additional hours depending on the business needs.

5. **Termination Clause:** Either party may terminate this employment with a notice period of 30 days. In cases of gross misconduct or breach of company policy, the company reserves the right to terminate your employment without notice.

6. **Confidentiality and Non-Compete Clauses:** With regard to our privacy and confidentiality guidelines, as a Business Development Trainee/ Associate at Intellipaat, you will have access to confidential and proprietary information. This will include business strategies, client information, pricing structures, and market insights. You are required to maintain confidentiality regarding this information during and after your employment with Intellipaat. You must not disclose, use, or repurpose any of this information for personal gain or for the benefit of any thirdparty without explicit written permission from Intellipaat.

7. **Closing Remarks:** We are excited to have you join our team and look forward to your valuable contributions to our business. We believe your skills and experience will be a significant asset to Intellipaat.

Regards



S.VIMALA

[HR MANAGER]



Dear JOSHUA JAYANTH J ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Regards



S.VIMALA

[HR MANAGER]



Dear DENG ALEK AROK ,

We are pleased to offer you the position Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Regards



S.VIMALA

[HR MANAGER]



Dear MONISHA M ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Regards



S.VIMALA

[HR MANAGER]



Dear PON SAI KRITIK K ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Regards



S.VIMALA

[HR MANAGER]



Dear RAKESH R ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Regards



S.VIMALA

[HR MANAGER]



Dear SUJATHA G ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Regards



S.VIMALA

[HR MANAGER]



Dear YUVARAJ R ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd]. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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S.VIMALA

[HR MANAGER]



Dear SYED RAYAN SAKHAF ,

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3. **Basic CTC:** Your annual CTC will be ₹4,00,000, which includes the following components:

- **Basic Salary:** ₹4,00,000
- **House Rent Allowance (HRA):** ₹2,00,000
- **Special Allowance:** ₹2,00,000

You will be eligible for a performance-based bonus of up to 20% of your annual salary, contingent upon meeting sales targets and other performance metrics. The bonus will be reviewed and paid annually.

As a full-time employee, you will be entitled to the following benefits:

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- 20 days of paid annual leave
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4. **Employment Terms & Relationship:** This is a full-time, permanent position based at our Mumbai office, with standard working hours from 9 AM to 6 PM, Monday to Friday. You may be required to work additional hours depending on the business needs.

5. **Termination Clause:** Either party may terminate this employment with a notice period of 30 days. In cases of gross misconduct or breach of company policy, the company reserves the right to terminate your employment without notice.

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Regards



S.VIMALA

[HR MANAGER]



Dear MADHU MITHA S ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

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Dear **GITHISH KUMAR D**,

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Dear AGNES RUBAVATHI R ,

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S.Vimala

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Dear **GAYATHRI K**,

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Dear **PRADDEP KUMAR S** ,

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Dear MANOJ KANNA V ,

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S.VIMALA

[HR MANAGER]



Dear BALAGURUNATHAN M ,

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Dear HARISH R ,

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Dear KISHORE M ,

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Dear VIGNESH B ,

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- **Special Allowance:** ₹2,00,000

You will be eligible for a performance-based bonus of up to 20% of your annual salary, contingent upon meeting sales targets and other performance metrics. The bonus will be reviewed and paid annually.

As a full-time employee, you will be entitled to the following benefits:

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4. **Employment Terms & Relationship:** This is a full-time, permanent position based at our Mumbai office, with standard working hours from 9 AM to 6 PM, Monday to Friday. You may be required to work additional hours depending on the business needs.

5. **Termination Clause:** Either party may terminate this employment with a notice period of 30 days. In cases of gross misconduct or breach of company policy, the company reserves the right to terminate your employment without notice.

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Regards



S.VIMALA

[HR MANAGER]



Dear SARAN E V ,

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R.VIMALA

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Dear **KAIRAV VENKATARAJ**,

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S.VIMALA

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Dear KRISHNA PRASAD M ,

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Dear SHAMEEDHA S ,

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Dear ASWIN KUMAR E ,

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Dear HARISH S ,

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Dear TAMILARASAN C ,

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3. **Basic CTC:** Your annual CTC will be ₹4,00,000, which includes the following components:

- **Basic Salary:** ₹4,00,000
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- **Special Allowance:** ₹2,00,000

You will be eligible for a performance-based bonus of up to 20% of your annual salary, contingent upon meeting sales targets and other performance metrics. The bonus will be reviewed and paid annually.

As a full-time employee, you will be entitled to the following benefits:

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4. **Employment Terms & Relationship:** This is a full-time, permanent position based at our Mumbai office, with standard working hours from 9 AM to 6 PM, Monday to Friday. You may be required to work additional hours depending on the business needs.

5. **Termination Clause:** Either party may terminate this employment with a notice period of 30 days. In cases of gross misconduct or breach of company policy, the company reserves the right to terminate your employment without notice.

6. **Confidentiality and Non-Compete Clauses:** With regard to our privacy and confidentiality guidelines, as a Business Development Trainee/ Associate at Intellipaat, you will have access to confidential and proprietary information. This will include business strategies, client information, pricing structures, and market insights. You are required to maintain confidentiality regarding this information during and after your employment with Intellipaat. You must not disclose, use, or repurpose any of this information for personal gain or for the benefit of any thirdparty without explicit written permission from Intellipaat.

7. **Closing Remarks:** We are excited to have you join our team and look forward to your valuable contributions to our business. We believe your skills and experience will be a significant asset to Intellipaat.

Regards



S.VIMALA

[HR MANAGER]



Dear YOGALAKSHMI R ,

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S.VIMALA

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Dear SARAN S ,

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S.VIMALA

[HR MANAGER]



Dear JANANI B S ,

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S.VIMALA

[HR MANAGER]



Dear HASWANTH J K ,

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Dear YUVARAK R ,

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[HR MANAGER]



Dear PRADEEPA S ,

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S.VIMALA

[HR MANAGER]



Dear MUKESH SINGH BAG ,

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Dear VIKRAM M ,

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S.VIMALA

[HR MANAGER]



Dear **GOVINDARAJAN R** ,

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[HR MANAGER]



Dear ROSHAN ,

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4. **Employment Terms & Relationship:** This is a full-time, permanent position based at our Mumbai office, with standard working hours from 9 AM to 6 PM, Monday to Friday. You may be required to work additional hours depending on the business needs.

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Regards



S.VIMALA

[HR MANAGER]



Dear MANO R ,

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Dear SURIYA NARAYANAN ,

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Dear HARSHAK NIVESH S ,

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Dear RAJESH V T,

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2. **Probation Period:** You will be on a probation period of six months, during which your performance will be assessed based on your ability to meet predefined targets and overall contribution to the team. Upon successful completion of the probation period, your employment will be confirmed. Performance reviews will be conducted at the end of the probation period to evaluate your fit for the role.

3. **Basic CTC:** Your annual CTC will be ₹4,00,000, which includes the following components:

- **Basic Salary:** ₹4,00,000
- **House Rent Allowance (HRA):** ₹2,00,000
- **Special Allowance:** ₹2,00,000

You will be eligible for a performance-based bonus of up to 20% of your annual salary, contingent upon meeting sales targets and other performance metrics. The bonus will be reviewed and paid annually.

As a full-time employee, you will be entitled to the following benefits:

- Health insurance coverage
- Provident fund contributions as per statutory regulations
- 20 days of paid annual leave
- 12 days of casual/sick leave
- Professional development opportunities and training courses
- Travel allowances for business-related travel
- Access to the company’s wellness programs

4. **Employment Terms & Relationship:** This is a full-time, permanent position based at our Mumbai office, with standard working hours from 9 AM to 6 PM, Monday to Friday. You may be required to work additional hours depending on the business needs.

5. **Termination Clause:** Either party may terminate this employment with a notice period of 30 days. In cases of gross misconduct or breach of company policy, the company reserves the right to terminate your employment without notice.

6. **Confidentiality and Non-Compete Clauses:** With regard to our privacy and confidentiality guidelines, as a Business Development Trainee/ Associate at Intellipaat, you will have access to confidential and proprietary information. This will include business strategies, client information, pricing structures, and market insights. You are required to maintain confidentiality regarding this information during and after your employment with Intellipaat. You must not disclose, use, or repurpose any of this information for personal gain or for the benefit of any thirdparty without explicit written permission from Intellipaat.

7. **Closing Remarks:** We are excited to have you join our team and look forward to your valuable contributions to our business. We believe your skills and experience will be a significant asset to Intellipaat.

Regards



S.VIMALA

[HR MANAGER]



Dear SAMJAYASINGH R ,

We are pleased to offer you the position of Business Development Trainee / Associate at IntelliPaat Software Solutions Pvt.Ltd. After careful consideration of your application and interview, we are confident that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

As a Business Development Trainee/ Associate, your key responsibilities will include:

- Identifying new business opportunities to generate revenue and improve profitability.
- Developing and maintaining strategic partnerships to enhance business growth.
- Managing and nurturing relationships with existing clients to ensure ongoing business and satisfaction.
- Analyzing market trends and competitors to develop effective business strategies.
- Coordinating with internal teams to ensure seamless execution of business development initiatives.
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S.VIMALA

[HR MANAGER]

JOB PROFILE

Date: 26-04-2024

Dear SATHEESH KUMAR A

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

Purpose

The incumbent of this role is expected to develop foundational sales skills, product knowledge and learn sales processes in order to function independently for the assigned territories/ accounts.

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Principle Accountabilities

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- Complete the assigned training curriculum in the traineeship period and clear required assessments successfully.
- Update job knowledge by participating in educational training/learning events/peer learning/ on the job learning in market.

Position requirements

- Qualifications
 - ✓ MBA/MMS/PGDM with Sales/Marketing specialization
- Experience
 - ✓ Freshers or less than 1 year of experience

- Motivation fit
 - ✓ Enjoys working in fast paced and demanding environment.
 - ✓ Hard working
 - ✓ Self-motivated and result oriented.
 - ✓ Has a drive for innovation.
 - ✓ Enjoys challenges.



- Competencies
 - ✓ Action / Results orientation
 - ✓ Communication skills
 - ✓ Interpersonal skill
 - ✓ Problem solving and analytical skills.
 - ✓ Savvy / 'Street smart'
 - ✓ Team player

CTC: INR 6 Lakhs per annum

Notes:

- 6 Lakhs includes “Joining Bonus with 2 years retention clause” of INR 1 lakh (INR 50,000 on joining & INR 50,000 on completion of 6 months)
- There would quarterly sales incentives (after 6 months) & retention bonus over & above the CTC.

For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India


JOB PROFILE

Date: 26-04-2024

Dear CHRISTOFER C

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India


JOB PROFILE

Date: 26-04-2024

Dear CHITRALEKHA R S

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India


JOB PROFILE

Date: 26-04-2024

Dear NARMADHA B

Job Title : Sales Trainee

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Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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JOB PROFILE

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JOB PROFILE

Date: 26-04-2024

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JOB PROFILE

Date: 26-04-2024

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For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India



JOB PROFILE

Date: 26-04-2024

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Job Title : Sales Trainee

Reports To : ASM

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Name Reshma
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JOB PROFILE

Date: 26-04-2024

Dear HARISH M R

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

Purpose

The incumbent of this role is expected to develop foundational sales skills, product knowledge and learn sales processes in order to function independently for the assigned territories/ accounts.

Successful Sales Trainee will achieve this through a combination of training interventions, solid on the job learning under guidance of Experienced Sales officer / ASMs. The ultimate objective of the Sales Trainee role is to be assigned independent responsibility to manage customer acquisition, customer service and distributor management for a particular territory and help the company meet its revenue goals and sales priorities.

Principle Accountabilities

- Observe the sales process by assisting sales representatives in acquiring new business and/or supporting existing business.
- Practice and test sales strategies by calling existing and new clients. Maintain and develop relationships with clients.
- Assist customers in providing them with basic information like product or service quotes.
- Provide additional administrative support to sales representatives.
- Reporting of sales activities performed i.e., relevant sales reports and other sales admin reports as needed.
- Complete the assigned training curriculum in the traineeship period and clear required assessments successfully.
- Update job knowledge by participating in educational training/learning events/peer learning/ on the job learning in market.

Position requirements

- Qualifications
 - ✓ MBA/MMS/PGDM with Sales/Marketing specialization
- Experience
 - ✓ Freshers or less than 1 year of experience

- Motivation fit
 - ✓ Enjoys working in fast paced and demanding environment.
 - ✓ Hard working
 - ✓ Self-motivated and result oriented.
 - ✓ Has a drive for innovation.
 - ✓ Enjoys challenges.



- Competencies
 - ✓ Action / Results orientation
 - ✓ Communication skills
 - ✓ Interpersonal skill
 - ✓ Problem solving and analytical skills.
 - ✓ Savvy / 'Street smart'
 - ✓ Team player

CTC: INR 6 Lakhs per annum

Notes:

- 6 Lakhs includes “Joining Bonus with 2 years retention clause” of INR 1 lakh (INR 50,000 on joining & INR 50,000 on completion of 6 months)
- There would quarterly sales incentives (after 6 months) & retention bonus over & above the CTC.

For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India


JOB PROFILE

Date: 26-04-2024

Dear MANOJ KRISHNAN J

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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- There would quarterly sales incentives (after 6 months) & retention bonus over & above the CTC.

For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India



JOB PROFILE

Date: 26-04-2024

Dear JAI HARI K

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

Purpose

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Notes:

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- There would quarterly sales incentives (after 6 months) & retention bonus over & above the CTC.

For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India



JOB PROFILE

Date: 26-04-2024

Dear MURALIDHARAN L

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India


JOB PROFILE

Date: 26-04-2024

Dear SIVAJEE B

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India



JOB PROFILE

Date: 26-04-2024

Dear JAYASURIYA G

Job Title : Sales Trainee

Reports To : ASM

Location: Bangalore – Chennai – Indore – Jaipur – Noida – Kolkata – Trichy – Vijaywada – Varanasi – Mangalore (Candidates from the respective locations, knowing local language will be preferred) Company website: <https://www.generalmills.co.in/>

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 - ✓ Communication skills
 - ✓ Interpersonal skill
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CTC: INR 6 Lakhs per annum

Notes:

- 6 Lakhs includes “Joining Bonus with 2 years retention clause” of INR 1 lakh (INR 50,000 on joining & INR 50,000 on completion of 6 months)
- There would quarterly sales incentives (after 6 months) & retention bonus over & above the CTC.

For GENERAL MILLS INDIA PRIVATE LIMITED


Name Reshma
Title Head HR India


OFFER LETTER

Dear MADHUMITHA L ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

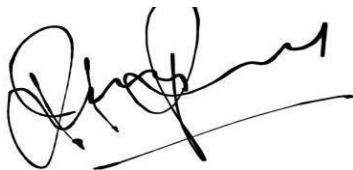
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Madhumitha L	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear DHARSHINI C ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

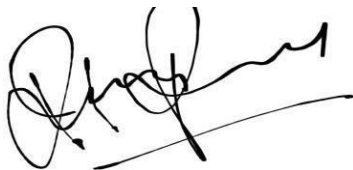
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
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- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

Annexure - I

CTC Breakup		
Employee Name: Dharshini C	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
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FIXED NET TAKE HOME PAY	24,073	288,876
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<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear DURAIVEL R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

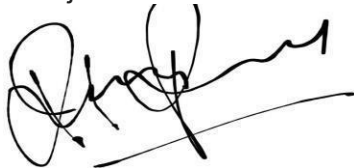
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Duraivel R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Taramani, Chennai - 600113**

OFFER LETTER

Dear YUGENDRAN K ,

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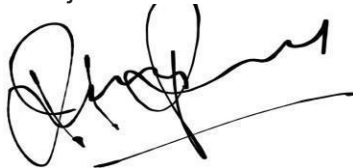
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We wish you all the best for your professional career ahead!

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S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Yugendran K	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
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<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear ABDUL RAHMAN A ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

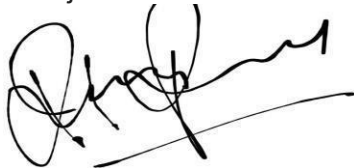
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Abdul Rahman A	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear SAKTHI KUMAR K ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

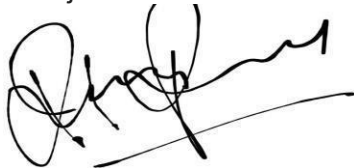
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Sakthi Kumar K	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear KEERTHI VASAN G ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

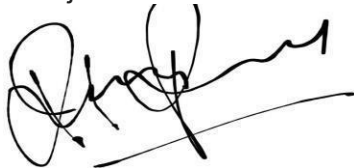
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Keerthi Vasan G	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Footer -1		
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Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

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Taramani, Chennai - 600113**

OFFER LETTER

Dear MERLIN FELCIYA ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

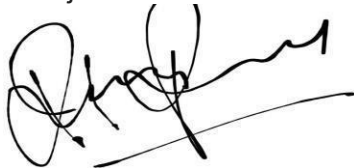
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024 .
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- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Merlin Felciya	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Taramani, Chennai - 600113**

OFFER LETTER

Dear AMSAVALLI J ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

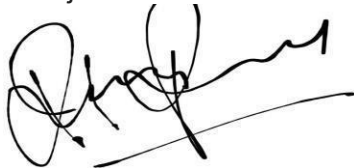
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Amsavalli J	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
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Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear PRAVEEN M ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

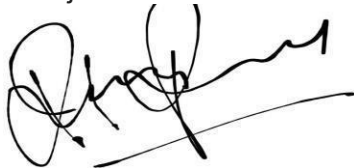
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Praveen M	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear TAMIL SELVAN I ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

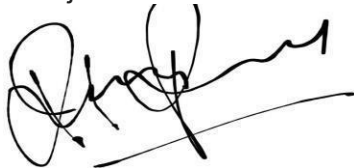
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- Your probation will be for a period of six months from the date of joining.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Tamil Selvan I	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear ARUL ROSY A ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

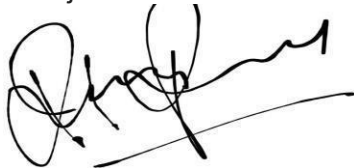
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Arul Rosy A	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear DIVYA BHARATHI S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

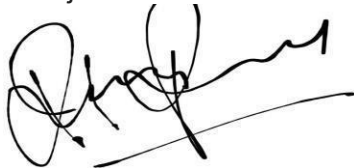
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Divya Bharathi S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear MOHAMMED ARAFATH K ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

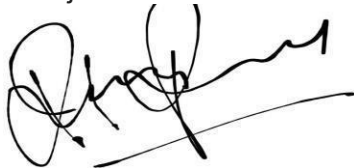
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Mohammed Arafath K	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
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Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Footer -1		
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Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

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Taramani, Chennai - 600113**

OFFER LETTER

Dear RANJANI B ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

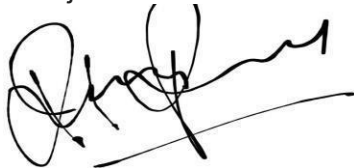
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Ranjani B	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear SANTHOSH H ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

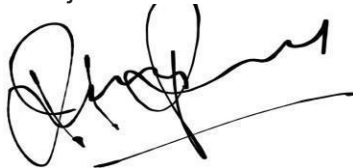
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Santhosh H	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear THINAGARI M ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

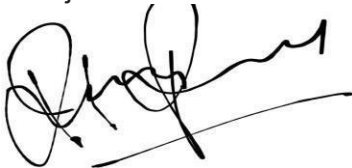
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Thinagari M	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear VENISHA P ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

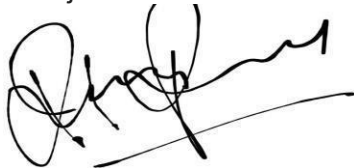
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Venisha P	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear ANUSHA T B T ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

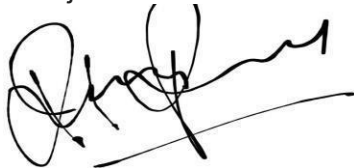
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Anusha T B T	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear DIVYA TEJASWINI D ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

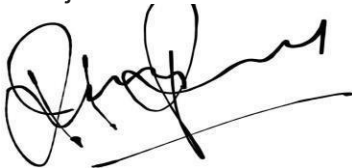
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Divya Tejaswini D	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
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Taramani, Chennai - 600113**

OFFER LETTER

Dear HEMALATHA G ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

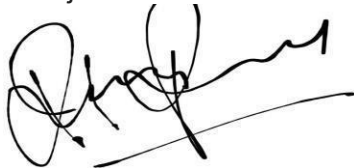
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Hemalatha G	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
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Bonus - Statutory Allowance (Fixed)	554	6,648
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Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
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Deductions		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear KIRUTHIKA M ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

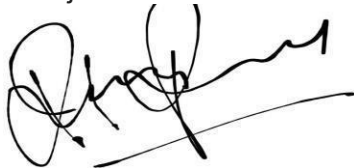
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Kiruthika M	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
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Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
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Deductions		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear MONISHA M ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

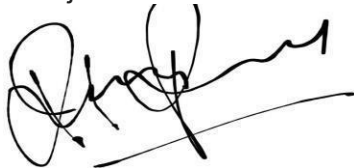
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For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Monisha M	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
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Employer Contribution (D)		
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Footer -1		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear STEVE MASCRENHAS NATHAN D ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

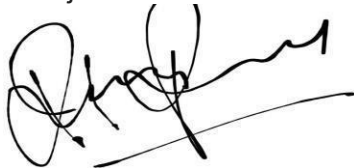
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Steve Mascrenhas Nathan D	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Footer -1		
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OFFER LETTER

Dear THAMIZHSELVI R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

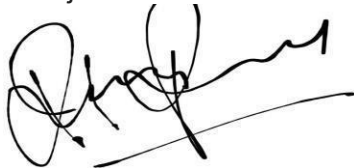
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Thamizhselvi R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Total - Variable Gross (B)	2,500	45,000
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Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
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FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear SRIVIDHYA R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

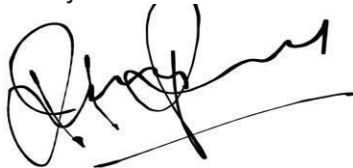
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
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You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: SriVidya R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear THULASI PRASAD B ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

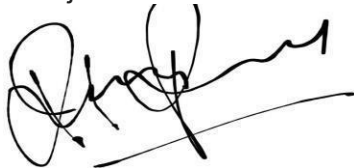
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Thulasi Prasad B	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear MONISHA S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

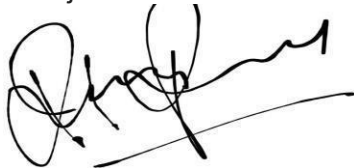
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Monisha S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
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Total – Deductions	1,297	15,564
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Taramani, Chennai - 600113**

OFFER LETTER

Dear SONIA CHRISTY S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

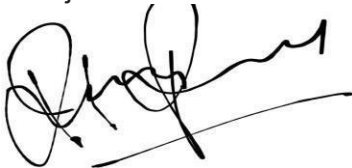
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Sonia Christy S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear INFANTO ROSHINI R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

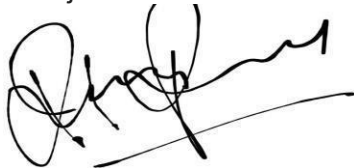
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: Infanto Roshini R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Employer Contribution (D)		
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Deductions		
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Employee's Contribution to ESIC @0.75%	100	1,200
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Taramani, Chennai - 600113**

OFFER LETTER

Dear JOHARAPURKAR SHWETAL PRASANNA ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

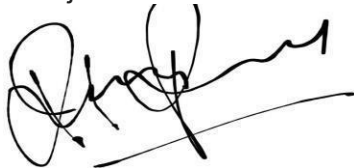
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: JOHARAPURKAR SHWETAL PRASANNA	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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OFFER LETTER

Dear RENU V A ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

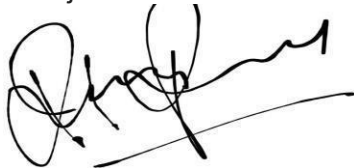
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: RENU V A	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear SHAMALA DEVI T ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

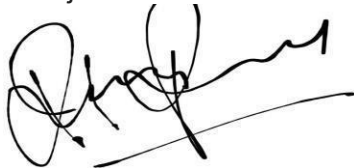
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: SHAMALA DEVI T	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear MANIKANDAN M ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

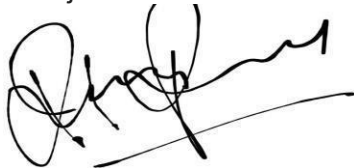
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: MANIKANDAN M	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
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Please Note:

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**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear THULASI R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

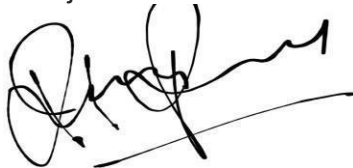
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: THULASI R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Taramani, Chennai - 600113**

OFFER LETTER

Dear PAVAN KUMAR D ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

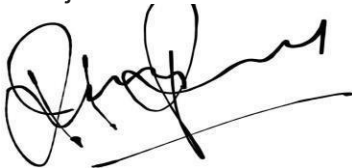
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: PAVAN KUMAR D	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
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Deductions		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear KAJHARESHEVARMAA C M R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

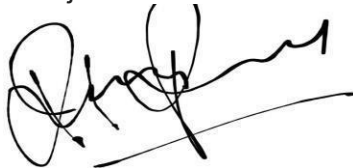
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: KAJHARESHEVARMAA C MR	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Employer Contribution (D)		
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Company's Contribution to ESIC@3.25%	432	5,184
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
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Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear YOGANANTHAN K ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

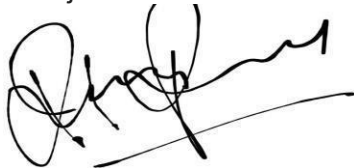
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: YOGANANTHAN K	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear AUSTIN R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

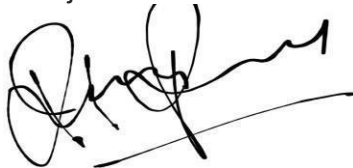
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: AUSTIN R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear MOHAMMED NAZAL ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

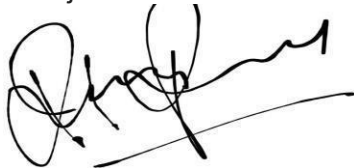
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: MOHAMMED NAZAL	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear NIRANJANA S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

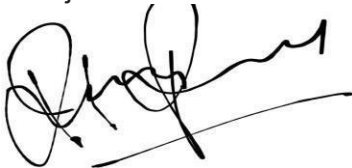
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: NIRANJANA S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
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FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
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Please Note:

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**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear AUSTIN R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

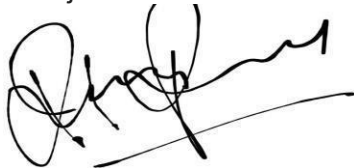
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: AUSTIN R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Please Note:

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**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear SHIVANI S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

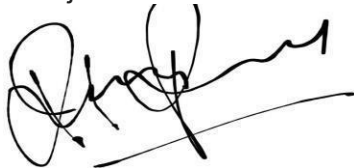
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: SHIVANI S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
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Company's Contribution to ESIC@3.25%	432	5,184
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Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
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**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear KAVIYA R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

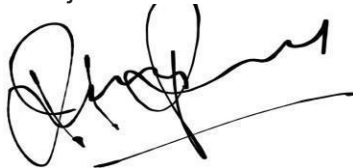
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: KAVIYA R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
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Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
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Footer -1		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear PURUSHOTHAMAN B ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

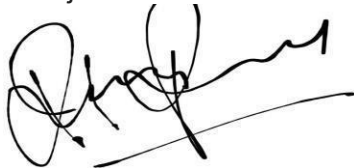
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: PURUSHOTHAMAN B	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
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Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

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Taramani, Chennai - 600113**

OFFER LETTER

Dear SWETHA K ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

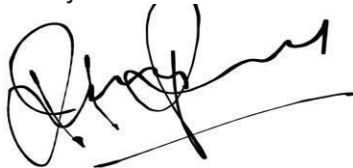
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: SWETHA K	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
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FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear DELLI DURAI R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

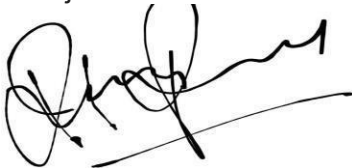
- Your total compensation package on a cost to company basis will be **3,02,000 INR (Three Lakh Two Thousand only)** per annum and your joining date is 10-01-2024.
- Please find your compensation package enclosed in “**Annexure -I**” of this letter.
- You will be informed of your date of joining upon your successful completion of your graduation and suitable availability of training schedules.
- As a **AR CALLER** you will undergo one month of classroom training.
- Your probation will be for a period of six months from the date of joining.
- The company reserves the right to confirm your employment at the end of the probation period. Confirmation of employment will be based on your performance during the training and the probation period.
- Please provide your acceptance to the offer within the next 7 days. Failure to do so will automatically revoke the offer.

You are also requested to return the enclosed copy duly signed as a token of your acceptance to the terms and conditions of your employment. We hope this will be the beginning of a long and successful career with us and for our mutual growth.

We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: DELLI DURAI R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
Annual - One Time Bonus	-	15,000
Total - Variable Gross (B)	2,500	45,000
Other Components (Annual Benefits) (C)		
Gratuity (Fixed)*	320	3,840
Bonus - Statutory Allowance (Fixed)	554	6,648
Total -Annual Benefits (C)	874	10,488
Employer Contribution (D)		
Company's Contribution to PF @12%	1,197	14,364
Company's Contribution to ESIC@3.25%	432	5,184
Total -Employer Contribution (D)	1,629	19,548
Cost to Company - CTC (A+B+C+D)	26,666	319,992
Deductions		
Employee's Contribution to PF @12%	1,197	14,364
Employee's Contribution to ESIC @0.75%	100	1,200
Total – Deductions	1,297	15,564
FIXED NET TAKE HOME PAY	24,073	288,876
Footer -1		
<p>On successful completion of</p> <p>a) 6 Months probation period, you are eligible for variable pay which will be paid proportionate to the performance rating.</p> <p>b) 12 months, you are eligible for One Time Tenure Bonus of 15000 INR.</p> <p>c) 24 months, you are eligible for One Time Tenure Bonus of 30000 INR.</p>		

Please Note:

In the period between now and your joining, we are planning a set of contact programs and training classes that will be conveniently scheduled. This will help you to prepare yourself for the role that you will be performing in Quintessence, both in terms of skills and attitudes that help you to succeed in the workplace. This will be done in consultation with your college authorities. You will be paid a stipend for training sessions that we arrange. We will give you more details as we progress.

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Taramani, Chennai - 600113**

OFFER LETTER

Dear PRIYADHARSHINI S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

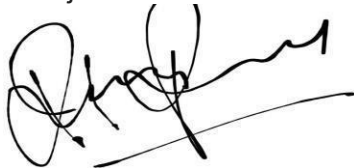
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: PRIYADHARSHINI S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
PBB - Performance Based Bonus	2,500	30,000
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Taramani, Chennai - 600113**

OFFER LETTER

Dear SWATHI R J ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

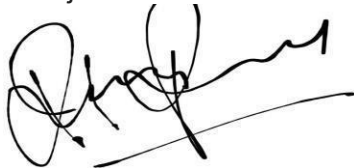
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: SWATHI R J	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
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**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

OFFER LETTER

Dear ABIRAMI S ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

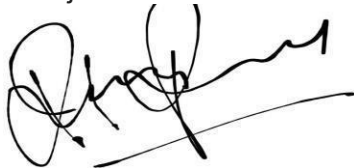
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: ABIRAMI S	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
Variable Components (B)		
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Taramani, Chennai - 600113**

OFFER LETTER

Dear SHANMADHI R ,

Congratulations!

You have been provisionally selected for the post of **AR CALLER** in our organization. You have cleared a highly selective process that aims to identify the most valuable of candidates with high potential to succeed in their career.

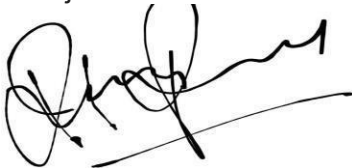
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We wish you all the best for your professional career ahead!

For **Quintessence Business Solutions & Services pvt ltd.**

S. Sujatha



AVP - Human Resources

**Elnet Software City, Module 21 & 23, 2nd Floor, TS-140, Block 2 & 9, Rajiv Gandhi Salai,
Taramani, Chennai - 600113**

Annexure - I

CTC Breakup		
Employee Name: SHANMADHI R	Department:	Operations
Designation: Trainee Coding	Location:	CHENNAI
	Monthly	Annual
Fixed Components (A)		
Basic Pay	14,300	957,456
HRA	3,675	478,800
CCA	3,339	478,512
Total - Fixed Gross (A)	21,314	1,914,768
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Taramani, Chennai - 600113**

MOHAMED AFSHAN A
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear MOHAMED AFSHAN A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

1. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
2. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
3. If the above terms and conditions are acceptable, kindly acknowledge this **CUSTOMER SUPPORT EXECUTIVE** Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

4. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with **CUSTOMER SUPPORT EXECUTIVE** will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program
- assessments Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
6. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
7. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
8. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits.
9. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MERIT GROUP family and look forward to a long and fruitful association with you.

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

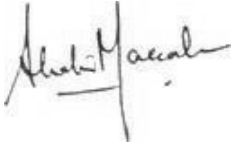
You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

1. Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
2. Bouquet of Benefits* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Ad hoc allowance.
3. H.R.A. will be deducted for accommodation (if any) provided by the Company.
4. The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
5. Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
6. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.
- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management. and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

For **MERIT GROUP**

A handwritten signature in black ink, appearing to read 'Shalini Macaden', with a horizontal line underneath the name.

Shalini Macaden
VICE PRESIDENT - MERIT GROUP

JEEVA S

Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear JEEVA S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is 20th May 2024.

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2. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
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- Integrity and other disciplinary expectations

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8. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits.
9. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

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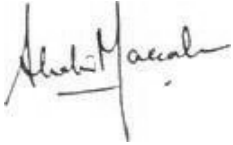
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For **MERIT GROUP**

A handwritten signature in black ink, appearing to read 'Shalini Macaden', with a horizontal line underneath the name.

Shalini Macaden
VICE PRESIDENT - MERIT GROUP

SANJAY S

Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear SANJAY S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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2. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
3. If the above terms and conditions are acceptable, kindly acknowledge this **CUSTOMER SUPPORT EXECUTIVE** Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

If you do not digitally sign the offer letter within the above-mentioned period, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

4. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with **CUSTOMER SUPPORT EXECUTIVE** will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program
- assessments Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
6. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
7. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
8. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits.
9. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the MERIT GROUP family and look forward to a long and fruitful association with you.

Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

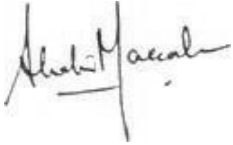
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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

YUDHA T
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear YUDHA T ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is 20th May 2024.

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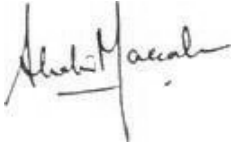
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

UMA SANKER R
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear UMA SANKER R ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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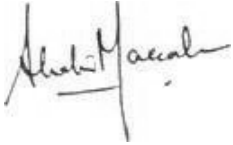
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

BARATH P
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear BARATH P ,

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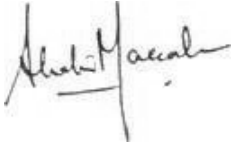
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

MRINALINI A
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear MRINALINI A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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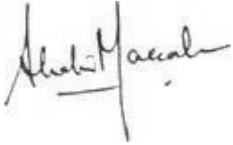
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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

NIDHAL ASHRAF ABDURAHIMAN C V
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear NIDHAL ASHRAF ABDURAHIMAN C V ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is 20th May 2024.

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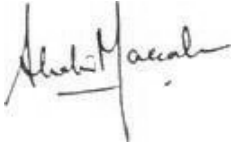
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

KAVIYA S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear KAVIYA S ,

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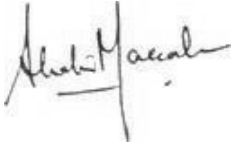
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

KARTHICK RAJ K
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear KARTHICK RAJ K ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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- assessments Unauthorized absence during the Training Program
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5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
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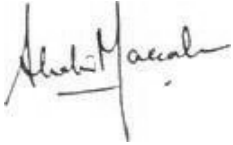
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

ROHESH RAJA A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear ROHESH RAJA A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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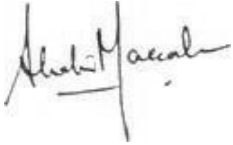
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

BADHRU SALMON H
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear BADHRU SALMON H ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is 20th May 2024.

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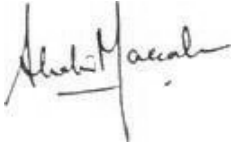
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

THARA A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear THARA A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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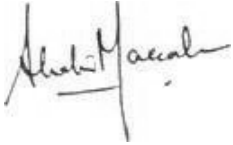
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

ABHITHA S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear ABHITHA S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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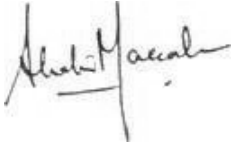
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

VENKATESH S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear VENKATESH S ,

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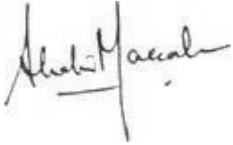
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

MANIKANDAN P
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear MANIKANDAN P ,

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- Failing to meet the qualification criteria during the Training Program
- assessments Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
6. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
7. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
8. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits.
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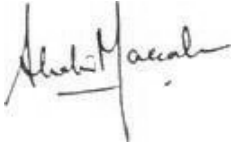
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

BHUVANESH A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear BHUVANESH A ,

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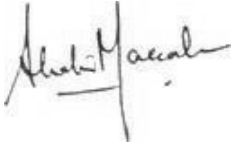
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

THARUN M
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear THARUN M ,

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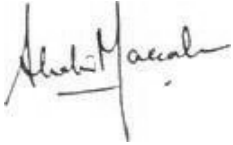
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

GIRIDHAR R
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear GIRIDHAR R ,

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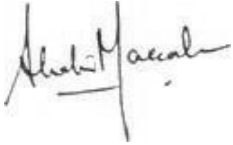
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

SAHILSHAW S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear SAHILSHAW S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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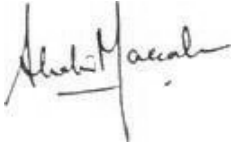
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

ANISH GODSHALOM C
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear ANISH GODSHALOM C ,

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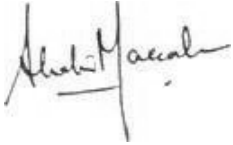
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

ABISHEK R
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear ABISHEK R ,

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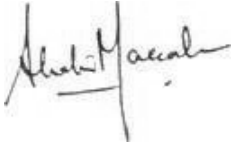
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5. Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
6. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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For **MERIT GROUP**

A handwritten signature in black ink, appearing to read 'Shalini Macaden', written over a horizontal line.

Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

NASREEN BANU T
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear NASREEN BANU T ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

1. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
2. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
3. If the above terms and conditions are acceptable, kindly acknowledge this **CUSTOMER SUPPORT EXECUTIVE** Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

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4. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with **CUSTOMER SUPPORT EXECUTIVE** will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program
- assessments Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
6. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
7. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
8. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits.
9. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

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Medical Insurance Premium:

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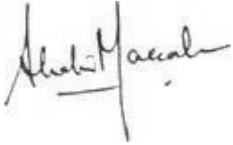
You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

HARISH KUMAR A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear HARISH KUMAR A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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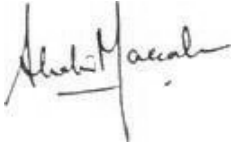
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

BALASUBRAMANIAN S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear BALASUBRAMANIAN S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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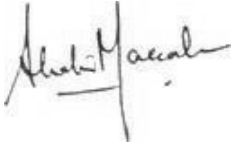
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

BALA A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear BALA A ,

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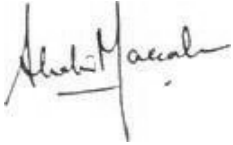
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

RISHI KUMAR S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear RISHI KUMAR S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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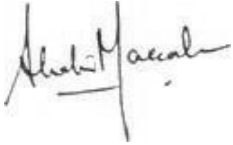
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

DIVYA S

Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear DIVYA S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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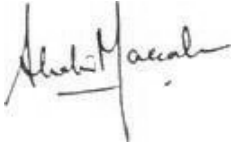
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

MOHAMED FARMAN M
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear MOHAMED FARMAN M ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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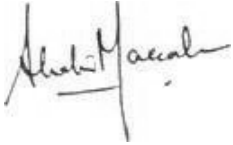
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

SUBHASH V
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear SUBHASH V ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
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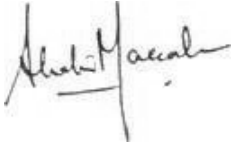
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

ABDUL LATHEEF S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear ABDUL LATHEEF S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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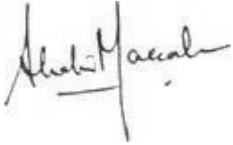
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

NANDHINI A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear NANDHINI A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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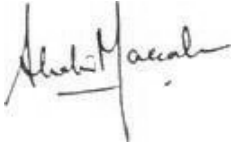
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

YOGARAJ A
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear YOGARAJ A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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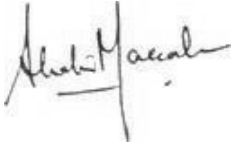
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

KISHORE KUMAR S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear KISHORE KUMAR S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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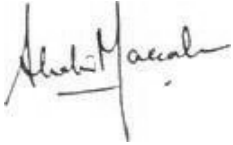
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

POOVARASAN M
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear POOVARASAN M ,

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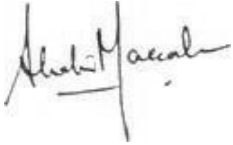
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

SURIYA K
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear SURIYA K ,

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- Failing to meet the qualification criteria during the Training Program
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- Integrity and other disciplinary expectations

5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
6. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
7. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
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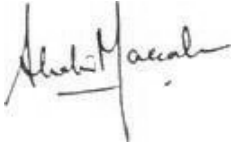
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

EZHIL ISHWAR M
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear EZHIL ISHWAR M ,

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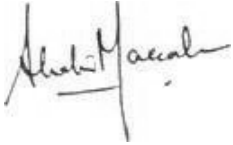
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

KUMARESH S
Name: College: VELS UNIVERSITY,
CHENNAI

LETTER OF OFFER FOR ASSOCIATE DEVELOPER

Dear KUMARESH S ,

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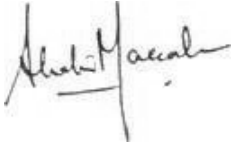
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - PEOPLE FUNCTION

ARUN KUMAR P
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear ARUN KUMAR P ,

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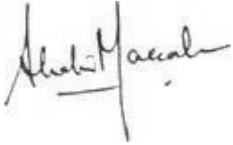
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

SHARVESHWARAN N
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear SHARVESHWARAN N ,

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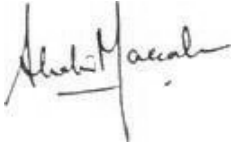
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

YOGESH R
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear YOGESH R ,

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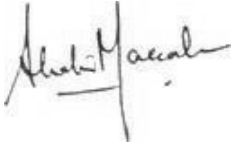
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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

AAKASH S
Name: College: VELS UNIVERSITY,
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OFFER LETTER

Dear AAKASH S ,

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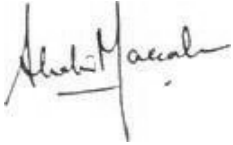
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6. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

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For **MERIT GROUP**

A handwritten signature in black ink, appearing to read 'Shalini Macaden', with a horizontal line underneath the name.

Shalini Macaden
VICE PRESIDENT - MERIT GROUP

DEVA
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear DEVA ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

1. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
2. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
3. If the above terms and conditions are acceptable, kindly acknowledge this **CUSTOMER SUPPORT EXECUTIVE** Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

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4. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with **CUSTOMER SUPPORT EXECUTIVE** will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Training Program
- assessments Unauthorized absence during the Training Program
- Integrity and other disciplinary expectations

5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
6. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
7. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
8. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits.
9. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

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Medical Insurance Premium:

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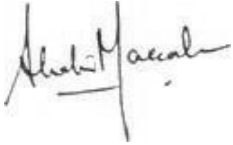
You would also be eligible to be covered under the Group Term Life and Group Accident Insurance policy as per the company policy.

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

SURYANARAYANAN A
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear SURYANARAYANAN A ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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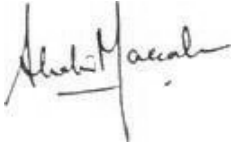
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

ABDUL RIYAZ K
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear ABDUL RIYAZ K ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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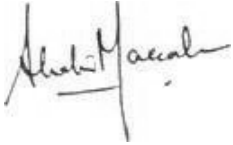
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

RIYAS BABUJI S
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear RIYAS BABUJI S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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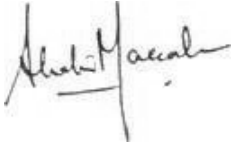
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

SREERAG T S
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear SREERAG T S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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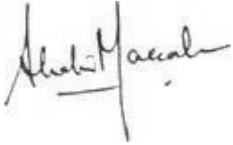
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

ASWIN DEVA J M
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear ASWIN DEVA J M ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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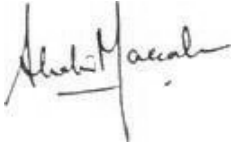
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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

SUNIL M
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear SUNIL M ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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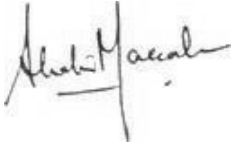
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5. Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
6. Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.
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For **MERIT GROUP**

A handwritten signature in black ink, appearing to read 'Shalini Macaden', with a horizontal line underneath the name.

Shalini Macaden
VICE PRESIDENT - MERIT GROUP

ABHAY KUMAR TRIPATHI
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear ABHAY KUMAR TRIPATHI ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

1. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
2. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
3. If the above terms and conditions are acceptable, kindly acknowledge this **CUSTOMER SUPPORT EXECUTIVE** Offer Letter by digitally signing this offer within 7 days from the date of receipt of this mail and offer document.

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- Failing to meet the qualification criteria during the Training Program
- assessments Unauthorized absence during the Training Program
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5. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
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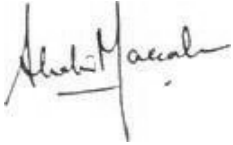
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

VIGNESH

Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear VIGNESH ,

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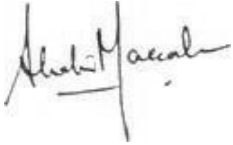
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

LEMUEL JOSHUVA DEVARAJ
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear LEMUEL JOSHUVA DEVARAJ ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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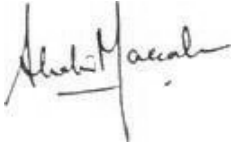
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

MARIA DAFFINI P
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear MARIA DAFFINI P ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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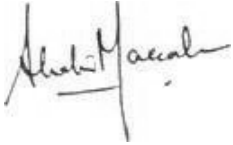
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

RESHMA S
Name: College: VELS UNIVERSITY,
CHENNAI

OFFEER LETTER

Dear RESHMA S ,

Welcome to **MERIT GROUP**. Congratulations on being selected as an **CUSTOMER SUPPORT EXECUTIVE**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria and a successful background check. Your date of joining is **20th May 2024**.

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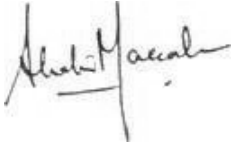
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

RIYA FATHIMA K
Name: College: VELS UNIVERSITY,
CHENNAI

OFFER LETTER

Dear RIYA FATHIMA K ,

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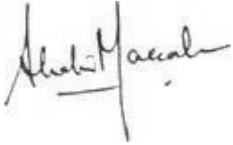
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For **MERIT GROUP**

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Shalini Macaden
VICE PRESIDENT - MERIT GROUP

Date: 03-06-2024

HASHID KHAN S,
Vels
University,
Chennai.

Appointment Letter

Dear HASHID KHAN S ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

NEPOLEAN T,
Vels
University,
Chennai.

Appointment Letter

Dear NEPOLEAN T ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

YAMINI DEVI S,
Vels
University,
Chennai.

Appointment Letter

Dear YAMINI DEVI S ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONICS** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONICS** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONICS**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONICS** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

POOJA LAKSHMI V,
Vels
University,
Chennai.

Appointment Letter

Dear POOJA LAKSHMI V ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

DVOTTA BLESSY C,
Vels
University,
Chennai.

Appointment Letter

Dear DVOTTA BLESSY C ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONICS** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONICS** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONICS**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONICS** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

JOTHIKA R,
Vels
University,
Chennai.

Appointment Letter

Dear JOTHIKA R ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

MARCELLUS CYRIL M J,
Vels
University,
Chennai.

Appointment Letter

Dear MARCELLUS CYRIL M J ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONICS** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONICS** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONICS**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONICS** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

SANJEET M H,
Vels
University,
Chennai.

Appointment Letter

Dear SANJEET M H ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

SAUMYA VELAYUTHAM,
Vels
University,
Chennai.

Appointment Letter

Dear SAUMYA VELAYUTHAM ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONICS** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONICS** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONICS**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONICS** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

DHANALAKSHMI G,
Vels
University,
Chennai.

Appointment Letter

Dear DHANALAKSHMI G ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

KRITHIKA SHREE,
Vels
University,
Chennai.

Appointment Letter

Dear KRITHIKA SHREE ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONICS** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONICS**. If at any time during or after your employment with **MEDTRONICS** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONICS**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONICS** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

HARISH J,
Vels
University,
Chennai.

Appointment Letter

Dear HARISH J ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONICS**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONICS** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

DHARSHINI PRIYA P,
Vels
University,
Chennai.

Appointment Letter

Dear DHARSHINI PRIYA P ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

NICKSON P,
Vels
University,
Chennai.

Appointment Letter

Dear NICKSON P ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

VINITH L,
Vels
University,
Chennai.

Appointment Letter

Dear VINITH L ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

SADHWIKA K,
Vels
University,
Chennai.

Appointment Letter

Dear SADHWIKA K ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

SOUNDAR C,
Vels
University,
Chennai.

Appointment Letter

Dear SOUNDAR C ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

SAKTHIVEL,
Vels
University,
Chennai.

Appointment Letter

Dear SAKTHIVEL ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

KIRAN KUMAR S,
Vels
University,
Chennai.

Appointment Letter

Dear KIRAN KUMAR S ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

RAJESH S,
Vels
University,
Chennai.

Appointment Letter

Dear RAJESH S ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

NITHISH KUMAR G,
Vels
University,
Chennai.

Appointment Letter

Dear NITHISH KUMAR G ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

AAKASH R,
Vels
University,
Chennai.

Appointment Letter

Dear AAKASH R ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

JESSICA VANATHI M,
Vels
University,
Chennai.

Appointment Letter

Dear JESSICA VANATHI M ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

PUVIYARASU P,
Vels
University,
Chennai.

Appointment Letter

Dear PUVIYARASU P ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

10. **Secrecy:** In performing your duties, you may receive or be exposed to confidential and trade secret information and documents of **MEDTRONIC** and its employees, customers/partners/ business associates.

You are required not to divulge any such information, either directly or indirectly at any time, in any form to any party not authorized by the Management of **MEDTRONIC** or not privy to such information or documents.

All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

17. **Other Trainings:** The Company provides various training opportunities to you based on organizational priorities and/or your role and/or developmental needs. You will be under obligation to attend all mandatory training and induction programs such as but not limited to Secure Workplace/POSH, InfoSec, Physical Security, Code of Conduct & Ethics, IT Security, Antibribery, etc., whether such programs are conducted classroom, elearning, Webex, workflow based or any such mode as deemed appropriate and decided by the organization.

You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

19. **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of **MEDTRONIC** management.

20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Date: 03-06-2024

SUJITHA G S,
Vels
University,
Chennai.

Appointment Letter

Dear SUJITHA G S ,

Congratulations! Subsequent to your interview and discussions with us, we are pleased to offer you appointment as **Medical Apprentice** with **MEDTRONIC**

We take this opportunity to appreciate your decision to join family. As mutually agreed upon, your joining will be on 11th June, 2024.

This Letter of Offer cum Appointment and its terms will become effective only from the date of your joining and post issuance of \ Letter of Confirmation of Appointment\ by HR upon your joining.

The emphasis in our journey together will be aligned to our Core Values of being "**Engaged, Dependable and Challenger**" , and in this journey we will establish benchmarks that others may follow. We remain dedicated to maintain a workplace that respects and values people from diverse backgrounds and facilitates all employees to do their very best. Our inclusive work environment uniquely combines the talent, experience, and perspectives of each employee that make us successful. We are confident that **MEDTRONIC** and you will make a great team.

Your employment with us will be governed by the terms and conditions as detailed in Annexure A. Your compensation would be as outlined in Annexure B.

Employment as per this offer for appointment is subject to your confirmation and acknowledgement made during the interview that you are medically fit to perform your regular duties. In case you are not medically fit on the above mentioned date of your joining, this offer will stand automatically withdrawn.

It is a precondition to your joining that on or before the date of joining, you would be required to furnish filled in 'Employment Application Form' along with photocopies of all documents as listed in Annexure D.

During the course of your employment with the Company, you will be subject to terms and conditions set out in this offer letter and the Company's policies, practices and procedures, as notified to the employees of the company, from time to time.

ANNEXURE A

TERMS AND CONDITIONS OF EMPLOYMENT

1. **Place of posting:** Your initial place of posting is at Chennai. You will attend to the work allotted to you and carry out any other assignments entrusted to you by the management from time to time.

You may be transferred permanently or sent on deputation to any of the offices/ subsidiaries / associate offices of the company or its clients, to any town or city in India or abroad, at the sole discretion of the Management, in the business interests of the organization.

2. **Working Hours:** We follow a work schedule of 45 hours of work per week, five days a week. The regular office timings are from 9:00 am to 6:00 pm; however the actual timings/days shall change according to the work schedule of your project/assignment.

3. **Probation & Confirmation:** You will be on probation for a period of six months from your date of joining and your performance would be reviewed during the period. You will be deemed to have been confirmed automatically upon completion your probation period, unless and until the same is extended in writing by us on or before completion of your probation period.

4. **Pay for performance/services:** The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.

Performance Incentive: Performance incentive, if applicable to you, would be paid based on the defined KRA's / BSC's and your performance against it. This will be payable as per the Incentive Policy of the organization.

5. **Statutory Payments and Deductions:** Statutory payments such as contributions to your Provident Fund, both Employer and Employee share, will be made as per the provisions of the Central Provident Fund Act. You can voluntarily contribute towards your provident fund to a higher percentage of your basic salary. Similarly, statutory deductions such as Income Tax, Professional Tax, contributions to Central/ State Welfare Funds etc. shall be made from your salary, as applicable.

6. **Notice Period / Separation:** Either party can terminate this employment by serving a notice of 90 days on the other. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic + Additional/Special Allowance' component of the salary would be paid to you. If at your request, Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic + Additional/Special Allowance' component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company based on the business needs.

On termination of your employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed your handover takeover process and all the separation procedures and surrendered company property, assets, documents, etc.

7. **Values, Integrity, Honesty and Ethics:** During the course of your employment with **MEDTRONIC** you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of **MEDTRONIC**. If at any time during or after your employment with **MEDTRONIC** Limited, if it is found, reported or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation. Upon your joining, you will be given a copy of the Company's Policy on Code of Ethics, Integrity and Professional Conduct and you will be oriented about the same. You are required to understand the said policy thoroughly, accept and acknowledge it as a token of acceptance of the same.

8. Conflict of Interest

You, as employee of **MEDTRONIC**, directly or indirectly, must not take part in or attempt to influence any **MEDTRONIC** decision or any business dealings with a current or potential competitor, customer, partner, vendor, supplier or other business entity in which you have a direct or indirect financial, personal or business interest, including relationship or association through your family, friends or other known person(s) or business establishments. If any such relationship is existing currently or happen in future during the course of your employment with you, you shall immediately inform us in writing about the same. In addition, to avoid the appearance of a conflict, you must not disclose any direct or indirect financial interest in a current or potential competitor, customer, partner, vendor or supplier with which you discover company plans to do business. You should not have a direct or indirect Financial Interest in any entity with which the Company conducts business, or that competes with the Company, unless disclosed and approved in accordance.

9. Confidentiality of Information and Privileges:

a. During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the customer) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

b. 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.

c. 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/ Head of the HR, at any time during the period of your employment.

d. In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments 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.

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All employees on joining are required to sign a confidentially cum nondisclosure agreement. In addition whenever you are deputed to overseas offices, you would be required to sign the following agreements:

- Non Immigration Agreement (if applicable)
- Undertaking for Onsite Assignment and Knowledge Transfer
- Overseas Employment Agreement (if applicable)

11. **Discovery/inventions:** All the work programs, algorithms, procedures etc. including inventions or development during your employment with us, in which you may have been associated, shall be the sole propriety of **MEDTRONIC** and the Company shall be free to apply for any patents, copyrights in respect of the same. The Company shall also be free to sell, lease, mortgage or use such patents or copyrights in any manner.

12. **Assignment of work related rights:** During the course of your employment with us, you will be assigned with various types of work / tasks as per the business requirements of the organization, including that of the customers and/or stakeholders of **MEDTRONIC**. Your work/project assignment will be any **MEDTRONIC** location within or outside India, including client locations, group companies, or a subsidiary or any other location as a representative of **MEDTRONIC** Limited or its group companies. The nature of work assigned can be related to a project, process, service, function, practice, etc. as per the business demand of the specific period. However, you shall not have any type of right, whatsoever, including that related to the process, project, service, functional area, practice, business knowledge, etc. which you have obtained during the course of your employment and/or assignment with **MEDTRONIC** and you agree and accept to assign all such rights to **MEDTRONIC** and/or its customers, as the case may be, and you shall have no claim on any such rights.

13. Non-Solicitation:

13.1 In case, you are being deputed for an assignment at the client site whether overseas or within India, you will fulfill the full term of deputation and duration of the assignment at the client site on behalf of **MEDTRONIC** and/or its client. You will also not solicit any employment from the client, whether directly or indirectly, as an employee or an independent consultant, contractor, director or in any other capacity during the course of your deputation or within eighteen (18) months upon completion of the assignment, without prior written permission from the head of HR of **MEDTRONIC**.

13.2 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise; hire or assist others in hiring any employees, independent contractors, vendors or suppliers of the Company, without the prior written permission from the Company, and you will not solicit or encourage any employee or independent contractor to end his/her employment or relationship with the Company.

13.3 While employed with **MEDTRONIC** and for a period of eighteen (18) months from the termination of employment with the Company, for any or no reason, directly or indirectly, whether as an employee, officer, director, consultant, independent contractor, partner or otherwise solicit business from or be in contact with any customer(s) of the Company directly or indirectly and/or a client to whom you were introduced directly or indirectly by the Company OR solicit or seek employment with any customers of the Company or become employed by customers of the Company OR contract with, work for, provide any services or goods whatsoever to, or be retained in any way by any customer of the Company, without prior written permission from the management of **MEDTRONIC**.

The term customer, as used in above clauses, refers to any person, company, partnership or entity for whom you have

performed services at any time during your employment, or with whom you have had direct contact during the one year period immediately prior to your termination.

14. **Other Employment/Profession:** During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this appointment letter.

15. **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with **MEDTRONIC**, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.

16. **Specialized Training / Learning Opportunities and Obligations:** If you are provided any specialized training in **MEDTRONIC** Limited, including on the job specialized training on technology, domain or process related areas, you will be required to sign a bond with the Company that guarantees a certain length of your employment with **MEDTRONIC** so that both you and the organization benefits out of the investments.

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You are required to complete all such trainings on time as and when provided by the management/your line managers. Non participation in such trainings or failure to complete such trainings or pass post training tests will be considered as acts of negligence and/or unfit to carry out such roles and responsibilities. Unawareness or nonparticipation shall not be considered as a reason for nonadherence to any of the Company/client standards, policies, processes or laws of the land.

18. All joining related expense reimbursements/payments, including any joining/relocation related bonus or benefits, if paid, will be treated as an advance and nullified at the end of one year from the date of joining. In the event you, if availed such a reimbursement/benefit, separates from the Company within one year from their date of joining, the amounts paid/reimbursed will be payable by you to the Company before your relieving date else it shall be recovered from you from your full & final settlement.

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20. **General Conduct, Rules & Regulations:** You will be governed by the various rules, regulations and service conditions that are in force or may be framed or amended by the Company from time to time. During the employment with the Company you will also be governed by the Company's policies and rules regarding attendance, leave, disciplinary actions policy, provident fund, gratuity and Group Medical Insurance Scheme and all other policies and procedures, which are in place or which may be in place from time to time.

If at any time in the opinion of the Management, you were found guilty of dishonesty, negligence or indiscipline, or of violation of any of the terms of this appointment letter or any of the policies of the Company, your services would stand terminated without any notice period or compensation.

21. **MisRepresentation:** Your employment is subject to the correctness of all the information furnished by you at the time of selection and joining. The Company conducts background verification of any or all of the information/documents furnished by you and this can be done any time from the date of offer for employment or during the course of your employment. During the course of your employment, if it is found that any material information furnished by you verbally or in writing, in application form of interview or otherwise is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your appointment without any notice or compensation.

22. **Release of Information:** By accepting this offer and joining the Company, you authorize, without reservation, **MEDTRONIC** to release any information related to my credentials, including but not limited to personal information, to any government agencies, quasi government authorities or anyone with whom **MEDTRONIC** has business relationship (such as clients, auditors, specific consultants, etc.) and with whom **MEDTRONIC** has formal services agreements, specific confidentiality agreement(s) and

/ or relevant agreement(s) in place. At any time during your association with the Company or postemployment with **MEDTRONIC**, in case you have any disagreement or reservation about the content of this clause, you shall be informing us in writing.

23. **Undertaking on non criminality:** This offer for employment is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) pri or to your joining us and if any such case is filed against you at any time during the course of your employment with us, you will notify the HR department immediately in writing.

24. **Retirement:** You shall automatically retire from service on the last working day of the month in which you attain the age of 60 years, or earlier if you are physically or mentally incapacitated. The date of birth as recorded at the time of employment with the Company on the basis of documents submitted shall be final for this purpose.

25. **Retirals:** Apart from your compensation and benefits you will also eligible for Gratuity on completion of five years of continuous services with the Company, as per the Payment of Gratuity Act, 1972.

26. **Address for Communication:** All communication from your date of joining will be sent to your permanent address/correspondence address and/or email ID mentioned by you in your CV/employment application form or updated by you in the internal application of **MEDTRONIC** by you from time to time. You are required to intimate the management of any change in your residential address/correspondence address/personal email ID, along with the contact phone numbers, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

27. **Arbitration:** All disputes arising out of or in connection with this Agreement shall be settled through mutual negotiation failing which, shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996 by a panel of three arbitrators one appointed by each side and the third by the two arbitrators. The award rendered by the arbitrators shall be final and binding upon both parties concerned. The place of arbitration shall be Pune. The language of the arbitration shall be English. The cost of arbitration shall be initially borne equally by the parties. However, upon the award being given, the prevailing Party shall be reimbursed all the costs incurred by it towards arbitration by the other Party.

28. **Law and Jurisdiction:** This appointment is subject to Indian Laws and all legal proceedings whatsoever shall be under the exclusive jurisdiction of Courts of Maharashtra.

29. **Validity :** This offer for appointment is valid till the date of joining mentioned in this letter.

30. You will be required to sign a service guarantee agreement on your date of joining. The service agreement will be valid for a period of 24 Months from the date of joining the services of the organization.

31. You are requested to report at 9:00am on the day of your joining.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Yours sincerely,

For and behalf of MEDTRONICS.



Raihan Shahzada

Assistant Vice President Talent Acquisition

Sub: Offer of Employment

Dear ABDUL WAHIDH M,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear **SUNJAY VARSHAN**,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear **KARTHIKEYAN B**,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
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- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear VIRTISH VISVA R ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
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- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
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- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
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- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
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- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
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We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

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You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear SAKTHIVEL S ,

Thank you for investing your time to pursue an opportunity with NEEYAMO, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with NEEYAMO, Chennai.

Further, “**Company**” for all purposes in this document shall mean NEEYAMO Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

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Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear **SRI NIRANJAN RAJA C N**,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

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- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
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- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
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We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

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Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear **GAYATHRI D**,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
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- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
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We are excited to have you join us and welcome you to the Harman family.

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We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear NITHIN M ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

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- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
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We are excited to have you join us quickly and welcome you to the Harman family.

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For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

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I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear UTTAM SINGH P ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

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- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear BHARANI HARAN S,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
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- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
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We are excited to have you join us and welcome you to the Harman family.

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Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear JEFFERSON SINGH DAVID V ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
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- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
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Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear NAVEEN D,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

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- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
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We are excited to have you join us and welcome you to the Harman family.

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We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear SANJAY S ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

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- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear MOHAN RAJ N,

Thank you for investing your time to pursue an opportunity with NEEYAMO, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with NEEYAMO, Chennai.

Further, “**Company**” for all purposes in this document shall mean NEEYAMO Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
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Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear GIRIDOSS R ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
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- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

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- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
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We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

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We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear MANOJ KUMAR S M ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
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- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
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- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
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We are excited to have you join us and welcome you to the Harman family.

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We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear **SUSINDRAN M**,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
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- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
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We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

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I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear MOHAMED TAJUDEEN K R,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

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- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2, 3 & 4 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

The email body containing this offer letter also contains the User-id & password to do so.

Please upload the required documents stated below to the candidate portal.

Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at MGR Main Rd, Kodandarama Nagar, Perungudi, Chennai, Tamil Nadu 600096

You are required to submit to us the following at the time of your joining:

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background (Sample enclosed).
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)

We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

Sub: Offer of Employment

Dear VISHWA V ,

Thank you for investing your time to pursue an opportunity with **NEEYAMO**, Chennai.

We are delighted in offering you an employment opportunity as **Product Developer** with **NEEYAMO**, Chennai.

Further, “**Company**” for all purposes in this document shall mean **NEEYAMO** Chennai and or its Affiliates, where the context may so require.

Following are the terms and conditions associated with your employment:

- You will receive a fixed compensation package of **500,000/-** per annum. The breakup of the compensation and benefits applicable to you is as per annexure 2.
- You will receive a one-time Joining Bonus of Rs. 50,000/- paid out in 2 equal instalments. The first instalment of Rs. 25,000/- is to be paid along with salary payable for your sixth month, and the second instalment of Rs. 25,000/- is to be paid along with salary payable for your twelfth month.
- Your Date of Joining will be **27 August 2024**.
- You will be entitled to personal accident insurance coverage under the Company’s group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- Your initial place of posting will be in **NEEYAMO - Chennai Campus**.
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- Your employment 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. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non- compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s.)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.

- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 27 days of leave in accordance with the Company's policy as applicable from time to time.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
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We are excited to have you join us and welcome you to the Harman family.

Kindly confirm your acceptance of the above offer at our candidate portal <https://candidateportal.neeyamo.com/>

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We are excited to have you join us quickly and welcome you to the Harman family.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release.

For NEEYAMO



Subhajit Ghosh
Senior Manager, Talent Acquisition

Enclosed Annexures:

- 1. Employee Service Conditions**
- 2. A note on your Total Rewards**

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: _____

Name: _____

Date: _____

Expected date of joining: _____

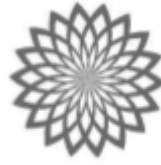
RRR TEJAS PRIVATE LIMITED

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PHONE: +91-98416 71678, 044-3591-4247

E-MAIL: REACHUSRCUBE@GMAIL.COM

CIN: U67100TN2023PTC158372



RRR TEJAS
Private Limited

Get Real Rate of Return

Date: April 2nd 2024

Dear KISHORE KUMAR S ,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

We expect you to come with a positive attitude, strong work ethics, problem solving skills, adaptable to our environment, attention to detail, creativity and more importantly an innovative team player.

Roles and Responsibilities include Collecting and Analysing operational data, Developing Reports, Presentations, Identifying areas of improvement, Recommending solutions, Staying relevant with the industry and Adopting best practices.

Short listed candidates will go through an internship period of 6 months and will have the opportunity to pursue NISM Certifications.

Over a 3 to 5 year period, you would also be motivated to pursue CFP (<https://www.fpsb.org/>) / CFA (<https://www.cfainstitute.org/>).

We assure you of our support for your professional development and growth

Best Wishes

A. Vinaitheertha Senthil
SENIOR HR MANAGER

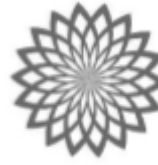
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CIN: U67100TN2023PTC158372



RRR TEJAS

Private Limited

Get Real Rate of Return

Date: April 2nd 2024

Dear YOGESHWARAN S,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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Best Wishes

A. Vinaitheertha Senthil
SENIOR HR MANAGER

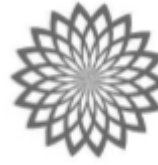
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CIN: U67100TN2023PTC158372



RRR TEJAS

Private Limited

Get Real Rate of Return

Date: April 2nd 2024

Dear SANTHOSH KUMAR V,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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Best Wishes

A. Vinaitheertha Senthil
SENIOR HR MANAGER

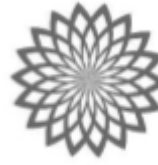
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CIN: U67100TN2023PTC158372



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Private Limited

Get Real Rate of Return

Date: April 2nd 2024

Dear HARSHAN P,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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Best Wishes

A. Vinaitheertha Senthil
SENIOR HR MANAGER

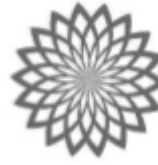
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CIN: U67100TN2023PTC158372



RRR TEJAS

Private Limited

Get Real Rate of Return

Date: April 2nd 2024

Dear KAMALA KANAN J,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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Best Wishes

A.Vinaitheertha Senthil
SENIOR HR MANAGER

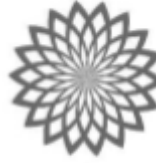
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CIN: U67100TN2023PTC158372



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Get Real Rate of Return

Date: April 2nd 2024

Dear ROHAN S,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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Best Wishes

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SENIOR HR MANAGER

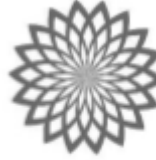
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Date: April 2nd 2024

Dear NIRAJ KUMAR P JOSHI,

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SENIOR HR MANAGER

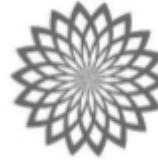
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CIN: U67100TN2023PTC158372



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Date: April 2nd 2024

Dear ARUN KUMAR S,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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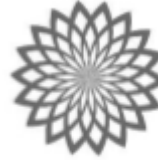
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RRR TEJAS
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Get Real Rate of Return

Date: April 2nd 2024

Dear DURAI B,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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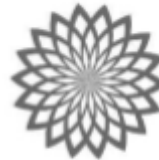
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CIN: U67100TN2023PTC158372



RRR TEJAS

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Get Real Rate of Return

Date: April 2nd 2024

Dear DEEPAK V,

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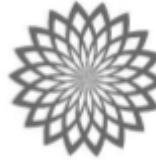
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Private Limited

Get Real Rate of Return

Date: April 2nd 2024

Dear VELMURUGAN,

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A. Vinaitheertha Senthil
SENIOR HR MANAGER

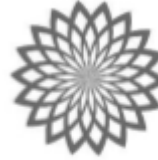
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Get Real Rate of Return

Date: April 2nd 2024

Dear SHARUSH V,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

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Best Wishes

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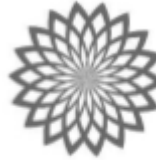
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Dear NAGESHWARI S,

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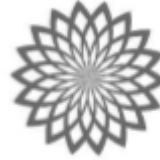
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Dear SARATH AJAY R,

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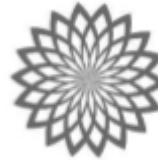
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Dear VINU SANJAI M,

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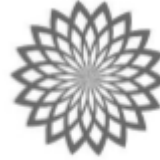
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Dear DINESH KUMAR G,

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Dear SUNDER S,

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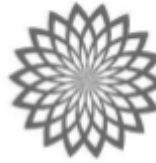
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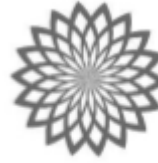
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Dear VAIRALAKSHMI R,

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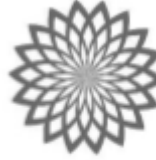
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Dear SIVA A,

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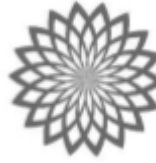
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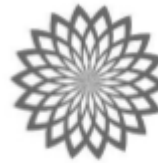
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Dear MANJU PARKAVI,

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Dear HARISH B,

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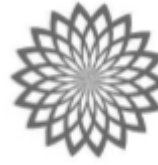
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Dear SEENU S,

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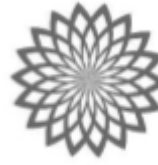
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Dear NISHANTH S,

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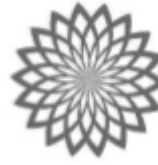
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Dear KISHORE H,

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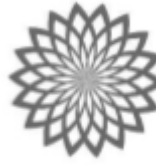
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Dear SIVA KUMAR T,

We are pleased to inform you that you have been selected as a Operations Analyst with a Fixed Salary of Rs. 2.48 LPA plus Incentives. Your Date of Joining is 22-04-2024.

We expect you to come with a positive attitude, strong work ethics, problem solving skills, adaptable to our environment, attention to detail, creativity and more importantly an innovative team player.

Roles and Responsibilities include Collecting and Analysing operational data, Developing Reports, Presentations, Identifying areas of improvement, Recommending solutions, Staying relevant with the industry and Adopting best practices.

Short listed candidates will go through an internship period of 6 months and will have the opportunity to pursue NISM Certifications.

Over a 3 to 5 year period, you would also be motivated to pursue CFP (<https://www.fpsb.org/>) / CFA (<https://www.cfainstitute.org/>).

We assure you of our support for your professional development and growth

Best Wishes

A. Vinaitheertha Senthil
SENIOR HR MANAGER



Dear VIVYASHREE V

Congratulations! Welcome to the **WILEY EDGE!**

We compliment your performance in our selection process on at **Vels Institute of Science, Technology & Advanced studies (VISTAS)**, Pallavaram, Chennai on 10-6-24. We are pleased to offer your appointment as "SOFTWARE DEVELOPER". During the training period, you will be placed in the Annual salary of Rs.9 LPA. In addition, allowances will be payable as per company rules. Your date of joining will be 18-07-2024.

The formal letter of appointment containing details of the terms and conditions of the employment will be issued to you within a week of joining us.

We reserve to cancel this offer in case of failure to join us on or before 18th July 2024 or if any information furnished by you is found to be false.

Thanks & Regards

A handwritten signature in black ink, appearing to read "W. Paul Raj".

W. PAUL RAJ

SENIOR HR MANAGER



Dear VISHAL KENNEDY

Congratulations! Welcome to the **WILEY EDGE!**

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W. PAUL RAJ

SENIOR HR MANAGER



Dear THULASI P

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W. PAUL RAJ

SENIOR HR MANAGER



Dear PRAVEEN KUMAR S

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W. PAUL RAJ

SENIOR HR MANAGER



Dear BALASUBRAMANIYAM V

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W. PAUL RAJ

SENIOR HR MANAGER



Dear ARYA NANDA R

Congratulations! Welcome to the **WILEY EDGE!**

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W. PAUL RAJ

SENIOR HR MANAGER



Dear SIVAGANESH R

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W. PAUL RAJ

SENIOR HR MANAGER



Dear KAVITHA V

Congratulations! Welcome to the **WILEY EDGE!**

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W. PAUL RAJ

SENIOR HR MANAGER



Dear VINITH G

Congratulations! Welcome to the **WILEY EDGE!**

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W. PAUL RAJ

SENIOR HR MANAGER



Dear SWETHA S

Congratulations! Welcome to the **WILEY EDGE!**

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W. PAUL RAJ

SENIOR HR MANAGER



Dear BALARAMANAN M

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Thanks & Regards

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L.PAUL RAJ

SENIOR HR MANAGER



Dear KISHORE KUMAR E

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Thanks & Regards

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L.PAUL RAJ

SENIOR HR MANAGER



Dear DONDUVIGNESHWAR P

Congratulations! Welcome to the **WILEY EDGE!**

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Thanks & Regards

A handwritten signature in black ink, appearing to read "L. Paul Raj".

L.PAUL RAJ

SENIOR HR MANAGER



Dear MOHAMED SAMEER K

Congratulations! Welcome to the **WILEY EDGE!**

We compliment your performance in our selection process on at **Vels Institute of Science, Technology & Advanced studies (VISTAS)**, Pallavaram, Chennai on 10-6-24. We are pleased to offer your appointment as "SOFTWARE DEVELOPER". During the training period, you will be placed in the Annual salary of Rs.9 LPA. In addition, allowances will be payable as per company rules. Your date of joining will be 18-07-2024.

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Thanks & Regards

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L.PAUL RAJ

SENIOR HR MANAGER

Date – 4th May 2024

Place - Chennai

Dear Mr. Niranjana K

We are delighted to extend a **Junior Full Stack Developer** to you as part of our graduate intern selection program at CreamCollar. This internship opportunity may be converted into regular employment based on your performance during the internship period post the completion of your graduation. Upon successful completion, you will receive a revised full-time offer letter with a competitive salary aligned with market standards.

Below are the details:

Position: Junior Full Stack Developer

Start Date: May 20, 2024

Salary: Rs. 4,00,000 Per Year

Location: Chennai

During your internship period, you will have the opportunity to:

Learn and Acquire Skills:

- Gain a thorough understanding of the various domains within our Research team.
- Focus on your personal and professional development.

Responsibilities:

- Contributing to the development of new features or bug fixes in existing software. (UI, Backend and LMS)
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- Work with other engineers, designers, QA engineers and product managers to deliver projects on time.
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Please note that during your internship, you are expected to adhere to CreamCollar's Code of Conduct, Code of Ethics, and Confidentiality policies. These policies will be accessible to you once you join our organization. During the internship period, your services can be terminated with 15 days' notice. However, in the case of any breach of responsibility / trust, you would be terminated without ANY notice.

We look forward to your positive response. Should you have any questions or require further clarification, feel free to reach out to us.

Congratulations once again, and we eagerly await your contribution to our dynamic team!

FOR CREAMCOLLAR EduTECH PVT LTD
Harini V
HR & Administration SPOC

CreamCollar EduTech Pvt Ltd
Plot No 30, Ground Floor,
Prajwal Gangotri Apartment,
9th Avenue, Ashok Nagar,
Chennai – 600083
www.creamcollar.com

Date – 4th May 2024

Place - Chennai

Dear Mr. Sheik Sheyinsha M

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Date – 4th May 2024

Place - Chennai

Dear Ms. Yamini G

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Congratulations once again, and we eagerly await your contribution to our dynamic team!

FOR CREAMCOLLAR EduTECH PVT LTD
Harini V
HR & Administration SPOC

Date – 4th May 2024

Place - Chennai

Dear Ms. Bernatsha G

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FOR CREAMCOLLAR EduTECH PVT LTD
Harini V
HR & Administration SPOC



Date – 4th May 2024

Place - Chennai

Dear Mr. Ranjith Kumar J

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Date – 4th May 2024

Place - Chennai

Dear Mr. Samsundhakar J

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Date – 4th May 2024

Place - Chennai

Dear Mr. Hemanth G H

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Date – 4th May 2024

Place - Chennai

Dear Mr. Harish G

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Date – 4th May 2024

Place - Chennai

Dear Mr. Jeevaraja J D

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We look forward to your positive response. Should you have any questions or require further clarification, feel free to reach out to us.

Congratulations once again, and we eagerly await your contribution to our dynamic team!

FOR CREAMCOLLAR EduTECH PVT LTD
Harini V
HR & Administration SPOC

CreamCollar EduTech Pvt Ltd
Plot No 30, Ground Floor,
Prajwal Gangotri Apartment,
9th Avenue, Ashok Nagar,
Chennai – 600083
www.creamcollar.com



Date – 4th May 2024
Place - Chennai

Dear Mr. Chandru S

We are delighted to extend a **Junior Full Stack Developer** to you as part of our graduate intern selection program at CreamCollar. This internship opportunity may be converted into regular employment based on your performance during the internship period post the completion of your graduation. Upon successful completion, you will receive a revised full-time offer letter with a competitive salary aligned with market standards.

Below are the details of your internship:

Position: Junior Full Stack Developer

Start Date: May 20, 2024

Salary: Rs. 4,00,000 Per Year

Location: Chennai

During your internship period, you will have the opportunity to:

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- Focus on your personal and professional development.

Responsibilities:

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Date – 4th May 2024

Place - Chennai

Dear Mr. Sai Manikandan

We are delighted to extend a **Junior Full Stack Developer** to you as part of our graduate intern selection program at CreamCollar. This internship opportunity may be converted into regular employment based on your performance during the internship period post the completion of your graduation. Upon successful completion, you will receive a revised full-time offer letter with a competitive salary aligned with market standards.

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Start Date: May 20, 2024

Salary: Rs. 4,00,000 Per Year

Location: Chennai

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Date – 4th May 2024

Place - Chennai

Dear Mr. Saravanan M D

We are delighted to extend a **Junior Full Stack Developer** to you as part of our graduate intern selection program at CreamCollar. This internship opportunity may be converted into regular employment based on your performance during the internship period post the completion of your graduation. Upon successful completion, you will receive a revised full-time offer letter with a competitive salary aligned with market standards.

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Date – 4th May 2024

Place - Chennai

Dear Mr. Sathish Kumar

We are delighted to extend a **Junior Full Stack Developer** to you as part of our graduate intern selection program at CreamCollar. This internship opportunity may be converted into regular employment based on your performance during the internship period post the completion of your graduation. Upon successful completion, you will receive a revised full-time offer letter with a competitive salary aligned with market standards.

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Date – 4th May 2024

Place - Chennai

Dear Ms. Nivetha S

We are delighted to extend a **Junior Full Stack Developer** to you as part of our graduate intern selection program at CreamCollar. This internship opportunity may be converted into regular employment based on your performance during the internship period post the completion of your graduation. Upon successful completion, you will receive a revised full-time offer letter with a competitive salary aligned with market standards.

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Date – 4th May 2024

Place - Chennai

Dear Mr. Pradeep R

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FOR CREAMCOLLAR EduTECH PVT LTD
Harini V
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Date – 4th May 2024

Place - Chennai

Dear Mr. Prasanna S

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Date – 4th May 2024

Place - Chennai

Dear Ms. Ambika V

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Date – 4th May 2024

Place - Chennai

Dear Ms. Deepasri M

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Date – 4th May 2024

Place - Chennai

Dear Mr. Dinesh Kumar S

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Letter of Intent (LOI)

Superset ID: 3645825

Date: May 23, 20224

Dear Arunachalam M ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

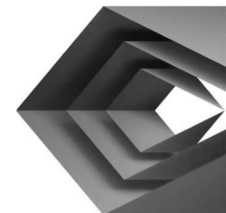
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3485565

Date: May 23, 20224

Dear Arun R ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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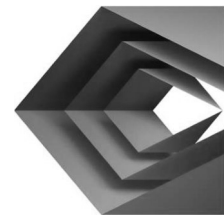
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GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3485261

Date: May 23, 20224

Dear Naresh Kumar S ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

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It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

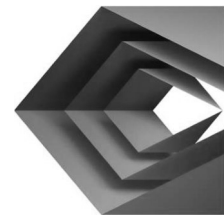
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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3486472

Date: May 23, 20224

Dear Udayagiri Aravind ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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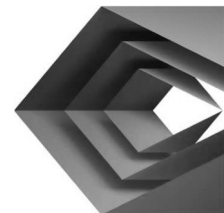
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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3486474

Date: May 23, 20224

Dear Vuchi Venkata Sri

Sai Charan ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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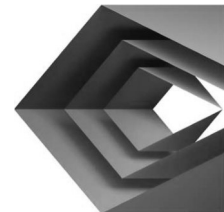
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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3486473

Date: May 23, 20224

Dear Yogalakshimi T ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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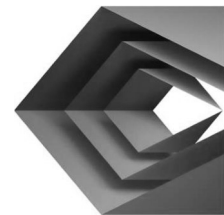
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3484722

Date: May 23, 20224

Dear Yogesh C H ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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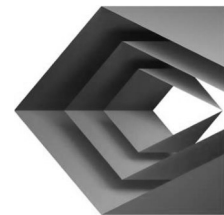
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3484755

Date: May 23, 20224

Dear Bavya S ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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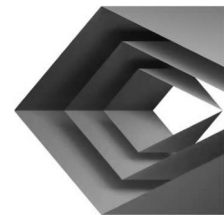
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3487964

Date: May 23, 20224

Dear Rahul Bharadwaj ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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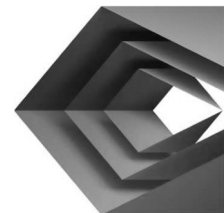
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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3487165

Date: May 23, 20224

Dear Vigneshwaran A ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

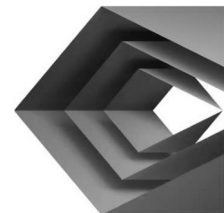
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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3485724

Date: May 23, 20224

Dear Anisha S ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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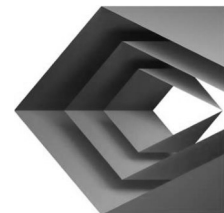
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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3487422

Date: May 23, 20224

Dear Chettipalli SaiSujith

,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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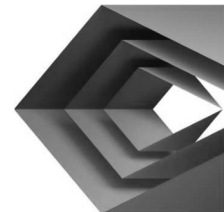
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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3489752

Date: May 23, 20224

Dear Jeevanraj M ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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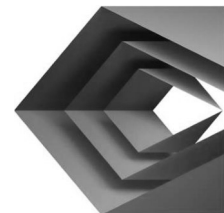
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3472158

Date: May 23, 20224

Dear Deepak S ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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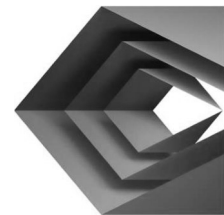
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3488651

Date: May 23, 20224

Dear Dinesh V ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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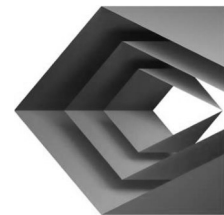
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Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3477552

Date: May 23, 20224

Dear Rumeshmurugan ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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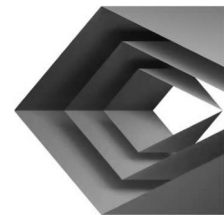
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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources





Letter of Intent (LOI)

Superset ID: 3487756

Date: May 23, 20224

Dear Prasanth E ,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

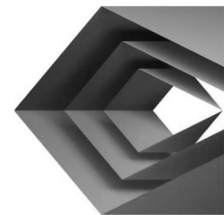
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar
Vice President - Human Resources



Date: 25-04-2024

OFFER LETTER

Dear D GOWSHIK,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

- Most diligently and effectively discharge of duties and responsibilities whatever been assigned to you. Unsatisfactory performance may lead to cessation of your association with our Company.
- You must perform to the best of satisfaction of our Company and clients. Nonperformance will immediately foreclose your association with our Company with or without any payment at sole discretion of the Management.
- Any indiscipline, misconduct, misuse of resources of the Company and/or our clients while working and/or any unlawful act harmful to the reputation of the Company may be subject to disciplinary proceedings being initiated against you.
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- You shall maintain absolute confidentiality about your assignment all respect as well as maintain non solicitation clause of our company.
- Violation to any of the above may summarily cease your association with our company without notice.
- You will remain in a Training session of 1 Year as per Company rule.

Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear GANESHRAJA T,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear JEBARSAN P,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear JANANI S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear RANJANA S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear GARANG ABUOI AROK,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear MOHAMMED ZAINULL ABUDDIN N,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear FATHIMUTHU ZOHARA T,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear SHARMILA S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear ASWIN PRATHAP S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear JANAVI M,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear MOHAN BABU B,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear RISHI RAAJ K,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear FATHIMUTHU ZOHARA T,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear SOORIYANARASIMMARAJAN M,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear KALAISELVI S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear INFANTO ROSHINI R,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear KEERTHIKA S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear KAMAL BHARATHI R,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear KRITHIKA E,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear NIVEDHA R,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

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Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear HARI PRASATH D,

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- You will remain in a Training session of 1 Year as per Company rule.

Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear AJITH U,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

- Most diligently and effectively discharge of duties and responsibilities whatever been assigned to you. Unsatisfactory performance may lead to cessation of your association with our Company.
- You must perform to the best of satisfaction of our Company and clients. Nonperformance will immediately foreclose your association with our Company with or without any payment at sole discretion of the Management.
- Any indiscipline, misconduct, misuse of resources of the Company and/or our clients while working and/or any unlawful act harmful to the reputation of the Company may be subject to disciplinary proceedings being initiated against you.
- During your association with the Company you shall not parallel maintain any activities either on payment / voluntarily except on the explicit advise of the company.
- You shall maintain absolute confidentiality about your assignment all respect as well as maintain non solicitation clause of our company.
- Violation to any of the above may summarily cease your association with our company without notice.
- You will remain in a Training session of 1 Year as per Company rule.

Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear RANJANI S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

- Most diligently and effectively discharge of duties and responsibilities whatever been assigned to you. Unsatisfactory performance may lead to cessation of your association with our Company.
- You must perform to the best of satisfaction of our Company and clients. Nonperformance will immediately foreclose your association with our Company with or without any payment at sole discretion of the Management.
- Any indiscipline, misconduct, misuse of resources of the Company and/or our clients while working and/or any unlawful act harmful to the reputation of the Company may be subject to disciplinary proceedings being initiated against you.
- During your association with the Company you shall not parallel maintain any activities either on payment / voluntarily except on the explicit advise of the company.
- You shall maintain absolute confidentiality about your assignment all respect as well as maintain non solicitation clause of our company.
- Violation to any of the above may summarily cease your association with our company without notice.
- You will remain in a Training session of 1 Year as per Company rule.

Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear NIRANJANA S,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

- Most diligently and effectively discharge of duties and responsibilities whatever been assigned to you. Unsatisfactory performance may lead to cessation of your association with our Company.
- You must perform to the best of satisfaction of our Company and clients. Nonperformance will immediately foreclose your association with our Company with or without any payment at sole discretion of the Management.
- Any indiscipline, misconduct, misuse of resources of the Company and/or our clients while working and/or any unlawful act harmful to the reputation of the Company may be subject to disciplinary proceedings being initiated against you.
- During your association with the Company you shall not parallel maintain any activities either on payment / voluntarily except on the explicit advise of the company.
- You shall maintain absolute confidentiality about your assignment all respect as well as maintain non solicitation clause of our company.
- Violation to any of the above may summarily cease your association with our company without notice.
- You will remain in a Training session of 1 Year as per Company rule.

Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Date: 25-04-2024

OFFER LETTER

Dear YUVARAJ J,

With refer to the discussions we had with you regarding availing your services for our company. We are pleased to inform you that the Management has decided to engage you in our Organization as **Executive Coder**. Your annual package will be INR. 3.5L

- Most diligently and effectively discharge of duties and responsibilities whatever been assigned to you. Unsatisfactory performance may lead to cessation of your association with our Company.
- You must perform to the best of satisfaction of our Company and clients. Nonperformance will immediately foreclose your association with our Company with or without any payment at sole discretion of the Management.
- Any indiscipline, misconduct, misuse of resources of the Company and/or our clients while working and/or any unlawful act harmful to the reputation of the Company may be subject to disciplinary proceedings being initiated against you.
- During your association with the Company you shall not parallel maintain any activities either on payment / voluntarily except on the explicit advise of the company.
- You shall maintain absolute confidentiality about your assignment all respect as well as maintain non solicitation clause of our company.
- Violation to any of the above may summarily cease your association with our company without notice.
- You will remain in a Training session of 1 Year as per Company rule.

Sincerely yours



Suparna Chakravorty
Assistant Manager-
HRM

Appointment Letter

Date: MARCH 28TH 2024

Dear ALAMEEN N,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- ***Annual Gross Salary***

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- ***Probation Period***

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

- ***Travel***

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- ***Responsibilities***

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear MANIBHARATHI D,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear MUTHUSUBRAMANIAN B,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear SHAKEEL AHAMED S M,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- ***Annual Gross Salary***

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- ***Probation Period***

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

- ***Travel***

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- ***Responsibilities***

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear PRASATH K,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

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- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear VIGNESH B S,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear KISHORE R,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

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Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear RAGURAM M,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- ***Annual Gross Salary***

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- ***Salary Increase***

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- ***Probation Period***

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- ***Leave***

You will be governed by the current Leave Policy of the company for permanent employees

- ***Travel***

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- ***Responsibilities***

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- ***Notice Period***

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

“We welcome you to the Givven Logistics family and trust we will have a long and mutually rewarding association”.

Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear STANLO NITHIK F,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

- ***Contract/Bond with Previous Employers.***

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

- ***On termination***

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

- ***General***

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

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Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear BRITTO PRAVIN KUMAR S,

This has reference to your application and subsequent interviews you have had with **Given Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice, or seven days salary in lieu of notice period.**

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- ***Conflict of Interest***

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

- ***Confidential Information***

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On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

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Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

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Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear MOHAMED HANIFSHA A,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

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Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Appointment Letter

Date: MARCH 28TH 2024

Dear SARAN S,

This has reference to your application and subsequent interviews you have had with **Givven Logistics**. We are pleased to appoint you as **Business Development Executive**. Your employment will be governed by the following terms and conditions:

- **Annual Gross Salary**

You will be paid an annual gross salary of **Rs. 3, 00,000/- (Rupees Three Lakhs Only)** per Year.

- **Salary Increase**

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

- **Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

- **Leave**

You will be governed by the current Leave Policy of the company for permanent employees

- **Travel**

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

- **Responsibilities**

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

- **Notice Period**

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period

- ***Transfer***

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

- ***Other work***

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Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

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Yours faithfully,



M. SHANMUGAM

GENERAL HR MANGER

Date: 13-12-2023

Dear Ragavendar.R

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

You are entitled to a CTC of 4,00,000 per Year payable as per Annexure A You agree to comply with Terms and Conditions of Appointment

You agree to submit with us a signed copy of

- mark sheet,
- Pan Card,
- Aadhar Card
- Passport Size Photograph

and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining We look forward to a mutually rewarding professional relationship with you.

Annexue A

CTC BREAKUP :- MADHU SINGH

POSITION:- ASSISTANT MANAGER, ACCOUNTS AND TAXATION

Particulars	Gross Emoluments Per Year
Basic salary	1,20,000/-
Hra	60,000/-
Telephone allowance	35,000/-
Medical reimbursement	10,000/-
Transport allowance	20,000/-
Variable pay	1,05,000/-
Gross salary	3,50,000/-
Add Food and beverage Refreshments	50,000/-
Total Cost to Company	4,00,000/-

All Payments are subject to deduction to appropriate taxes like TDS, PF, ESI asand when applicable as per legal rules and norms.

Employees are requested to submit adequate bills and proofs as pergovernment norms if they wants to reduce their tax liability.

Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear A. Susai Diana

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Sri Pathi. P

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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Best Regards

A handwritten signature in black ink, appearing to read 'J. William', written in a cursive style.

J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Nithish Kumar. S

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear M.Michael Arputha Jebin

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Harish Kumar M

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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Total Cost to Company	4,00,000/-

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Arun Kumar.G

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Ashik

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear S Vishal

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

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All Payments are subject to deduction to appropriate taxes like TDS, PF, ESI asand when applicable as per legal rules and norms.

Employees are requested to submit adequate bills and proofs as pergovernment norms if they wants to reduce their tax liability.

Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Tharun Kumar.S

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

You are entitled to a CTC of 4,00,000 per Year payable as per Annexure A You agree to comply with Terms and Conditions of Appointment

You agree to submit with us a signed copy of

- mark sheet,
- Pan Card,
- Aadhar Card
- Passport Size Photograph

and also bring the originals for verifications

Please send us an acknowledgement of this offer confirming your joining We look forward to a mutually rewarding professional relationship with you.

Annexue A

CTC BREAKUP :- MADHU SINGH

POSITION:- ASSISTANT MANAGER, ACCOUNTS AND TAXATION

Particulars	Gross Emoluments Per Year
Basic salary	1,20,000/-
Hra	60,000/-
Telephone allowance	35,000/-
Medical reimbursement	10,000/-
Transport allowance	20,000/-
Variable pay	1,05,000/-
Gross salary	3,50,000/-
Add Food and beverage Refreshments	50,000/-
Total Cost to Company	4,00,000/-

All Payments are subject to deduction to appropriate taxes like TDS, PF, ESI asand when applicable as per legal rules and norms.

Employees are requested to submit adequate bills and proofs as pergovernment norms if they wants to reduce their tax liability.

Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Bala Murugan P

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

Your joining date is confirmed at 27 Dec 2023 as per the following terms and conditions

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear J.Harishkumar

With reference to your interview dated 20 Dec 2023, we are pleased to offer you position of Assistant Manager, Accounts and Taxation in our Organization

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POSITION:- ASSISTANT MANAGER, ACCOUNTS AND TAXATION

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR

Date: 13-12-2023

Dear Koodalnadhan s

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CTC BREAKUP :- MADHU SINGH

POSITION:- ASSISTANT MANAGER, ACCOUNTS AND TAXATION

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Best Regards



J.WILLIAM

SENIOR SUPERVISOR



22 - MAY- 2024

Letter of Appointment

Dear GOKUL V,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

As a token of your acceptance of this offer, you are requested to sign the duplicate copy of this Offer Letter and send the same back to us at the earliest. On behalf of the Company, I would like to extend you a very hearty welcome to our organization. We are sure that your stay with us will prove to be a long, fruitful, and rewarding one – both professionally and personally. Looking forward to seeing you very soon.

A detailed appointment order will be given to you at the time of your joining.

Your initial posting will be at the **iAGS Healthcare Services Pvt Ltd. 80, M.E.S road, Ganapathipuram, East Tambaram, Chennai 59**, and shall be governed by the rules and regulations of the company.

Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appointment

Dear SREERAM E,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appointment

Dear SHAIK MOULALI,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appointment

Dear JAIGANESH S,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear SIVA SAKTHI S,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear SUBALAKSHMI,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear KANNADHASAN B,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

M. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear LAVANYA A,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

M. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear R VIGNESH,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

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(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear ESAKKIAMMAL S,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

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(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear NEHA VINOD,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

M. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear VARSHINI MUTHARASI M,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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For iAGS Healthcare Services Pvt Ltd.,

M. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear AGILANDESHWARI S,

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For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

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(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear RAMACHANDRAN B,

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Welcome to iAGS Healthcare,

Wish you all the best!

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S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear SIVA M,

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For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear HARISHWAR S,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear VASANTH M,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear SEEMA T,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear DEEPAK RAJ S,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Welcome to iAGS Healthcare,

Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear NITHILA P J,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Wish you all the best!

For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

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(Candidate Name)



22 - MAY- 2024

Letter of Appoinment

Dear AKILA K I,

As per the interview conducted in “Vels University, we are pleased to offer you the position of “Trainee Associate” in our Company with an Annual stipend of **Rs.2.17L/- (Rupees Two lakhs and seventeen thousand only)**.

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Your initial posting will be at the **iAGS Healthcare Services Pvt Ltd. 80, M.E.S road, Ganapathipuram, East Tambaram, Chennai 59**, and shall be governed by the rules and regulations of the company.

Welcome to iAGS Healthcare,

Wish you all the best!

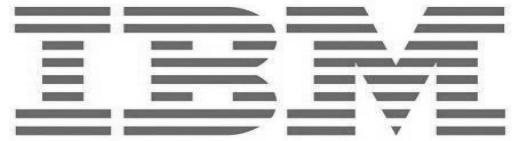
For iAGS Healthcare Services Pvt Ltd.,

S. Gopalakrishnan

Director

I hereby accept the above offer and will be joining duty on -----

(Candidate Name)



LETTER OF OFFER

27th MARCH 2024

Dear: EVANGELINE JESSICA E,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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 **three months**. Based on your performance your services will be confirmed with the company in written after **threemonths**.

During the probation period your services can be terminated with seven days' 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 one months' notice on either side.

Your Role and Responsibilities: As a Delivery Consultant, you will learn and experience how we apply technical expertise to ensure world-class delivery using consultative skills such as problem-solving issue- / hypothesis-based methodologies, communication, and service orientation skills. As a member of IBM Technology Expert Labs, you will be client focused, courageous, pragmatic, and technical to optimize and trailblazer new solutions that address real business challenges.

To help achieve this win-win outcome, a 'day-in-the-life' in this role may include, but not be limited to.

- Understanding clients' main challenges and developing solutions that helps them reach true business value by working through the phases of design, development integration, implementation, migration, and product support with a sense of urgency.
- Creating and executing agile plans where you are responsible for installing and provisioning assets, testing, migrating to production, and day-two operations.
- Demonstrating a natural bias towards self-motivation, curiosity, initiative in addition to navigating data and people to find answers and present solutions.

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/ Birth certificate.**

***Degree / Diploma/ Highest qualification certificate along with marks cards (all semesters).**

***Relieving letter from the previous organization or Accepted Resignation letter**

***Experience letter.**

***Passport copies,**

***Form 16 (Income Tax) from previous employer (if applicable)**

***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: EVANGELINE JESSICA E

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

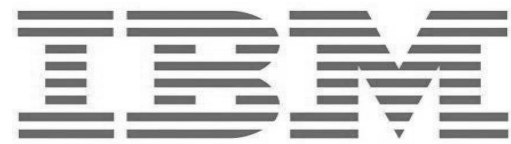
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: KISHORE R,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: KISHORE R

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

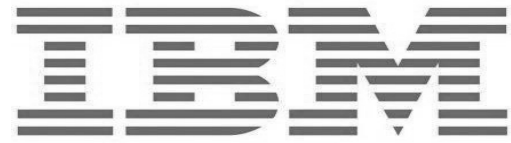
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: BALRAM KUMAR,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: BALRAM KUMAR

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

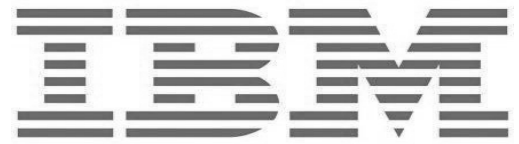
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: SIVASAKTHIVEL P,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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***Experience letter.**

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: SIVASAKTHIVEL P

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

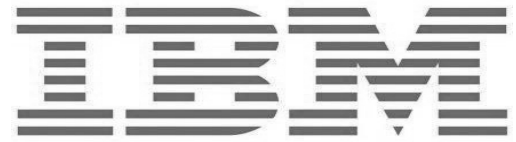
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: YUVANESHWARAN,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: YUVANESHWARAN

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

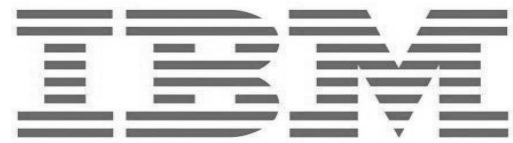
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: MAHESH G,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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***Experience letter.**

***Passport copies,**

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: MAHESH G

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

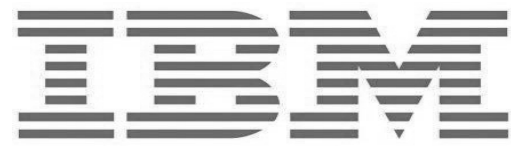
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: DIYANESH KUMAR,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

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We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: DIYANESH KUMAR

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

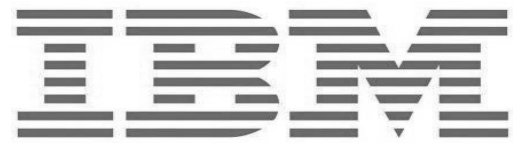
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: ARSHAQ KHAN,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: ARSHAQ KHAN

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

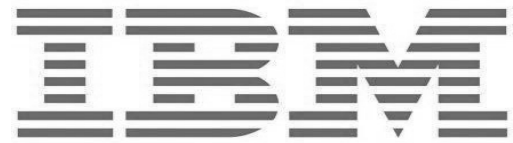
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: NITHISH KUMAR G,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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***Experience letter.**

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We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: NITHISH KUMAR G

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

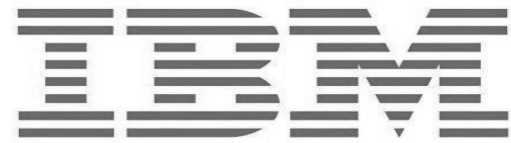
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: THIRUVIKRAMAN M,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

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To help achieve this win-win outcome, a 'day-in-the-life' in this role may include, but not be limited to.

- Understanding clients' main challenges and developing solutions that helps them reach true business value by working through the phases of design, development integration, implementation, migration, and product support with a sense of urgency.
- Creating and executing agile plans where you are responsible for installing and provisioning assets, testing, migrating to production, and day-two operations.
- Demonstrating a natural bias towards self-motivation, curiosity, initiative in addition to navigating data and people to find answers and present solutions.

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/ Birth certificate.**

***Degree / Diploma/ Highest qualification certificate along with marks cards (all semesters).**

***Relieving letter from the previous organization or Accepted Resignation letter**

***Experience letter.**

***Passport copies,**

***Form 16 (Income Tax) from previous employer (if applicable)**

***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: THIRUVIKRAMAN M

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

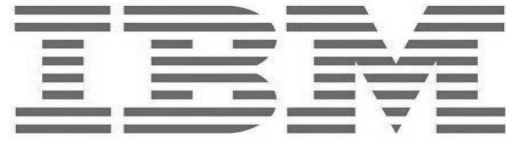
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: SIDHARTH K,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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 **three months**. Based on your performance your services will be confirmed with the company in written after **three months**.

During the probation period your services can be terminated with seven days' 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 one months' notice on either side.

Your Role and Responsibilities: As a Delivery Consultant, you will learn and experience how we apply technical expertise to ensure world-class delivery using consultative skills such as problem-solving issue- / hypothesis-based methodologies, communication, and service orientation skills. As a member of IBM Technology Expert Labs, you will be client focused, courageous, pragmatic, and technical to optimize and trailblazer new solutions that address real business challenges.

To help achieve this win-win outcome, a 'day-in-the-life' in this role may include, but not be limited to.

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We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: SIDHARTH K

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

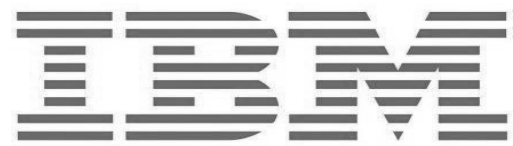
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: PRAVEEN E,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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Your Role and Responsibilities: As a Delivery Consultant, you will learn and experience how we apply technical expertise to ensure world-class delivery using consultative skills such as problem-solving issue- / hypothesis-based methodologies, communication, and service orientation skills. As a member of IBM Technology Expert Labs, you will be client focused, courageous, pragmatic, and technical to optimize and trailblazer new solutions that address real business challenges.

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: PRAVEEN E

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

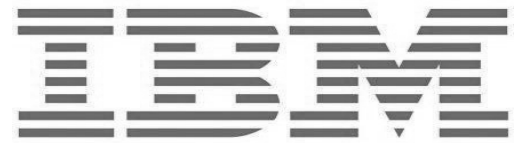
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: VINOTH KANNA S,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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Your Role and Responsibilities: As a Delivery Consultant, you will learn and experience how we apply technical expertise to ensure world-class delivery using consultative skills such as problem-solving issue- / hypothesis-based methodologies, communication, and service orientation skills. As a member of IBM Technology Expert Labs, you will be client focused, courageous, pragmatic, and technical to optimize and trailblazer new solutions that address real business challenges.

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***Experience letter.**

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: VINOTH KANNA S

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

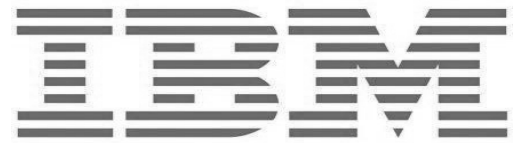
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: SIBI CHAKKARAVARTHI J J,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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***Experience letter.**

***Passport copies,**

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: SIBI CHAKKARAVARTHI J J

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

Yours sincerely for

IBM India Pvt. Limited.

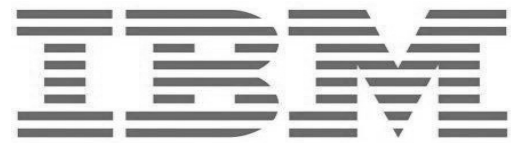


Executive Director

Employee Signature

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LETTER OF OFFER

27th MARCH 2024

Dear: SADHAN KUMAR L,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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***Experience letter.**

***Passport copies,**

***Form 16 (Income Tax) from previous employer (if applicable)**

***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: SADHAN KUMAR L

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.

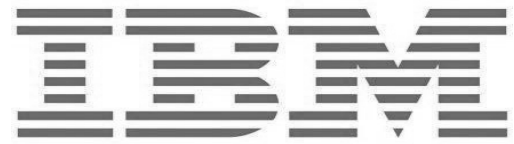
Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature



LETTER OF OFFER

27th MARCH 2024

Dear: MOHITH K,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Delivery Consultant** in our organization on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the company would be **4.5Lakh (Four Lakhs and Fifty Thousand Only)**.

Place/Transfer: Your present place of work will be at Chennai, 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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***Experience letter.**

***Passport copies,**

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***6 passport size photographs.**

We look forward to you having a long and fruitful relationship with **IBM India Pvt. Limited.**

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The Company Name family and look forward to a fruitful collaboration.

With best wishes,

Name: MOHITH K

Designation: Delivery Consultant

Training Location: Chennai

Write the name of the employee on the other side of Company name and get it signed with them print it in duplicate.


Yours sincerely for

IBM India Pvt. Limited.



Executive Director

Employee Signature

A decorative graphic in the top right corner consisting of several concentric, curved lines that resemble a stylized 'C' or a partial circle.

Date: 14-03-2024

OFFER LETTER

Dear KAVIDOSS K

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
- d) Satisfactory PVG Scheme clearance (if relevant).
- e) Evidence of eligibility to work in the UK.
- f) Valid, current driving licence (if relevant).

Your employment shall be subject to an initial probationary period of 12 months during which your performance and conduct will be monitored.

Your salary will be 3 LPA. Your joining date is 04-04-2024.

On your first day, you should bring your passport (and other documentation, if necessary) and P45. Copies will be taken of these documents for our records.

You will initially be employed at the Company's offices at address (or if required to work across sites, this should be detailed).

Your working hours are number of hours per week and details of shift pattern if applicable.

Outline pension requirements if applicable.

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment.



Please sign and date both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment where indicated, to confirm that you understand and accept the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment (if you wish to send the Terms and Conditions of Employment along with the Offer Letter) and return one signed copy of each document or the document to us as soon as possible.

When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be start date if known. At the same time, please advise us of any medical conditions, allergies, special requirements etc. of which we should be aware to enable reasonable adjustment discussions to be progressed.


If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Thanks & Regards

A handwritten signature in black ink, appearing to be "K. Priyadharni", written in a cursive style.

K. PRIYADHARDHINI

HR MANAGER

A decorative graphic in the top right corner consisting of several concentric, curved lines that resemble a stylized 'C' or a partial circle, rendered in a light gray color.

Date: 14-03-2024

OFFER LETTER

Dear ADITYA RAMNATH

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
- d) Satisfactory PVG Scheme clearance (if relevant).
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Thanks & Regards,

A handwritten signature in black ink, appearing to be "K. Priyadharni", written in a cursive style.

K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

Date: 14-03-2024

OFFER LETTER

Dear DAVID DHARMARAJ S

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
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If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Thanks & Regards,

A handwritten signature in black ink, appearing to read "K. Priyadharnini", written in a cursive style.

K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear MOHAMED FAIZAL M

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
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- d) Satisfactory PVG Scheme clearance (if relevant).
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Thanks & Regards,

A handwritten signature in black ink, appearing to be "K. Priyadhardhini".

K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear SANJEEVI J

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
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If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Thanks & Regards,

A handwritten signature in black ink, appearing to be "K. Priyadhardhini", written in a cursive style.

K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear ELUMALAI G M

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
- d) Satisfactory PVG Scheme clearance (if relevant).
- e) Evidence of eligibility to work in the UK.
- f) Valid, current driving licence (if relevant).

Your employment shall be subject to an initial probationary period of 12 months during which your performance and conduct will be monitored.

Your salary will be 3 LPA. Your joining date is 04-04-2024.

On your first day, you should bring your passport (and other documentation, if necessary) and P45. Copies will be taken of these documents for our records.

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear Krishna U S

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear PRITHIVIRAJ S

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear YUGANDRAN C

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear NITHISK KUMAR R

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear GOKILA A

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear Monika M

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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Thanks & Regards,

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear MUKESH THANGARAJ

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear SHABINESWARAN L

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear GUNASEKARAN S

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear HARIHARAN K

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Thanks & Regards,

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K. PRIYADHARDHINI

HR MANAGER





Date: 14-03-2024

OFFER LETTER

Dear LOGESH S

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear HARI HARAN A

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K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear MOHAMMED AJEES S

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When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be start date if known. At the same time, please advise us of any medical conditions, allergies, special requirements etc. of which we should be aware to enable reasonable adjustment discussions to be progressed.

If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Thanks & Regards,

A handwritten signature in black ink, appearing to be "K. Priyadharni", written in a cursive style.

K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear ANAND S

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
- d) Satisfactory PVG Scheme clearance (if relevant).
- e) Evidence of eligibility to work in the UK.
- f) Valid, current driving licence (if relevant).

Your employment shall be subject to an initial probationary period of 12 months during which your performance and conduct will be monitored.

Your salary will be 3 LPA. Your joining date is 04-04-2024.

On your first day, you should bring your passport (and other documentation, if necessary) and P45. Copies will be taken of these documents for our records.

You will initially be employed at the Company's offices at address (or if required to work across sites, this should be detailed).

Your working hours are number of hours per week and details of shift pattern if applicable.

Outline pension requirements if applicable.

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment.



Please sign and date both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment where indicated, to confirm that you understand and accept the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment (if you wish to send the Terms and Conditions of Employment along with the Offer Letter) and return one signed copy of each document or the document to us as soon as possible.

When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be start date if known. At the same time, please advise us of any medical conditions, allergies, special requirements etc. of which we should be aware to enable reasonable adjustment discussions to be progressed.


If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Thanks & Regards,

A handwritten signature in black ink, appearing to read 'K. Priyadharni'. The signature is fluid and cursive, with a prominent loop at the beginning.

K. PRIYADHARDHINI

HR MANAGER



Date: 14-03-2024

OFFER LETTER

Dear SIVA P

We are pleased to confirm that would like to formally offer you the position of SOFTWARE TRAINEE, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
- d) Satisfactory PVG Scheme clearance (if relevant).
- e) Evidence of eligibility to work in the UK.
- f) Valid, current driving licence (if relevant).

Your employment shall be subject to an initial probationary period of 12 months during which your performance and conduct will be monitored.

Your salary will be 3 LPA. Your joining date is 04-04-2024.

On your first day, you should bring your passport (and other documentation, if necessary) and P45. Copies will be taken of these documents for our records.

You will initially be employed at the Company's offices at address (or if required to work across sites, this should be detailed).

Your working hours are number of hours per week and details of shift pattern if applicable.

Outline pension requirements if applicable.

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment.



Please sign and date both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment where indicated, to confirm that you understand and accept the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment (if you wish to send the Terms and Conditions of Employment along with the Offer Letter) and return one signed copy of each document or the document to us as soon as possible.

When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be start date if known. At the same time, please advise us of any medical conditions, allergies, special requirements etc. of which we should be aware to enable reasonable adjustment discussions to be progressed.

If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

Thanks & Regards,

A handwritten signature in black ink, appearing to read "K. Priyadharni", written in a cursive style.

K. PRIYADHARDHINI

HR MANAGER



OFFER LETTER

Date: September 12, 2023

Dear Jayanarasimhan S G,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt

reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANAGER

OFFER LETTER

Date: September 12, 2023

Dear Manaz Moya R,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANAGER



OFFER LETTER

Date: September 12, 2023

Dear Santhosh,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER

OFFER LETTER

Date: September 12, 2023

Dear Anushree Manoj,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR).**

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Vignesh R,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Kaaviya sri P,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Bhuvanesshwari T,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Yashwanthraj G,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER

OFFER LETTER

Date: September 12, 2023

Dear G Harish,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear T Jagatheeswaran,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear J Alexcia Mary,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Sibi S,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear E Sudhish,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Haresh R,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER

OFFER LETTER

Date: September 12, 2023

Dear Naveen Kumar P,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER

OFFER LETTER

Date: September 12, 2023

Dear D Srivathsan,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR MANGER



OFFER LETTER

Date: September 12, 2023

Dear Arul Nadhan S,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa
HR Manager



OFFER LETTER

Date: September 12, 2023

Dear Rishith M,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa
HR Manager



OFFER LETTER

Date: September 12, 2023

Dear Mohamed Ishaq M I,

On behalf of Edu vision India private limited, I am pleased to extend an offer to you for the position of Management Trainee, in our organization.

Should you accept this offer, your monthly salary will be **Three Lakhs and Sixty Thousand only (3, 60,000 INR)**.

This offer is for a probation period of three (3) months, after which your salary will be reviewed with an increase based on your performance.

I would appreciate your consideration of this offer and your prompt reply. Thank you for your interest in employment with our company.

Yours sincerely,

Lanre Shorinwa

Lanre Shorinwa

HR Manager

OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

RENIKSHAN S

Hi RENIKSHAN S ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

By accepting this offer you agree that, to the best of your ability, you will at all times loyally and conscientiously perform all the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., pertaining to the Company that may come to your professional knowledge as an intern of the Company. You will not divulge any of the Company's trade secrets, confidential information or any other proprietary data to any person,

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<http://www.inteleants.com>



firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

- a. in case you are found to be medically unfit by the Company's Authorized Medical

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<http://www.inteleants.com>



practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – RENIKSHAN S

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

IntelANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>

ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000

InteleANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>

OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Harriharan R

Hi Harriharan R ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

By accepting this offer you agree that, to the best of your ability, you will at all times loyally and conscientiously perform all the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., pertaining to the Company that may come to your professional knowledge as an intern of the Company. You will not divulge any of the Company's trade secrets, confidential information or any other proprietary data to any person,

IntelANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

- a. in case you are found to be medically unfit by the Company's Authorized Medical

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – Harriharan R

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Mohith N K

Hi Mohith N K ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

By accepting this offer you agree that, to the best of your ability, you will at all times loyally and conscientiously perform all the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., pertaining to the Company that may come to your professional knowledge as an intern of the Company. You will not divulge any of the Company's trade secrets, confidential information or any other proprietary data to any person,

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firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

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AMENDMENTS

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I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – Mohith N K

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Yuvan Shankar s

Hi Yuvan Shankar s ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

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All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

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AMENDMENTS

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I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – Yuvan Shankar s

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

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You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Aro Richard.j

Hi Aro Richard.j ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

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As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

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All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

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Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – Aro Richard.j

	Monthly	Annualised
Basic	16,683	200,196
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Flexible Benefit Plan

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<http://www.inteleants.com>

OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

K.Naresh Kumar

Hi K.Naresh Kumar ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

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During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

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<http://www.inteleants.com>



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All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

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The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – K.Naresh Kumar

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

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You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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The Special Allowance can be structured per your choice subject to the limits below.

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1	Meal Voucher	26,400
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	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

MISBAH GANI

Hi MISBAH GANI ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

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The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – MISBAH GANI

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

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ANNEXURE B
Flexible Benefit Plan

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

JAYA KUMAR B

Hi JAYA KUMAR B ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – JAYA KUMAR B

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

GANESH RAJ T S

Hi GANESH RAJ T S ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – GANESH RAJ T S

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

IntelANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>

ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

JOHNSON MYLA

Hi JOHNSON MYLA ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

By accepting this offer you agree that, to the best of your ability, you will at all times loyally and conscientiously perform all the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., pertaining to the Company that may come to your professional knowledge as an intern of the Company. You will not divulge any of the Company's trade secrets, confidential information or any other proprietary data to any person,

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firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

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IntelANTS Virtual Workforce Private Limited

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

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Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – JOHNSON MYLA

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

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You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

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1	Meal Voucher	26,400
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	Fuel below 1600 litres - Car	21,600
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

KEERTHIVASAN D

Hi KEERTHIVASAN D ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

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firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

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You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

- a. in case you are found to be medically unfit by the Company's Authorized Medical

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

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AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – KEERTHIVASAN D

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
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4	Books & Periodicals	12,000
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

BHARANI G.A

Hi BHARANI G.A ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

Your internship will start from your join date (as stated above) and continue for a period of Three months.

During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

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I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – BHARANI G.A

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
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InteleANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>

OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

POOJA K

Hi POOJA K ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

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Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

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All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – POOJA K

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

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You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
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2	Fuel above 1600 litres - Car	28,800
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

NIKESH KUMAR .N

Hi NIKESH KUMAR .N ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

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I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – NIKESH KUMAR .N

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

MADHANARUBAN.P

Hi MADHANARUBAN.P ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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Name: _____

Signature: _____

Signed Date: _____

Place: _____

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – MADHANARUBAN.P

	Monthly	Annualised
Basic	16,683	200,196
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

POOVARASAN R

Hi POOVARASAN R ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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Yours sincerely,



Kishore Kumar

Head – People Management

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Place: _____

InteléANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – POOVARASAN R

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

GokulaKrishna S

Hi GokulaKrishna S ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

In case you require to take leave for any personal emergencies, you would be required to take approval from your Head of Department prior to taking such leave.

During your internship, you will be interacting with employees on a regular basis and hence you are expected to comply with all applicable rules and regulations of the Company as enforced from time to time in respect of the matters not covered by this Agreement. The company's decision on all such matters will be final and binding on you.

During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

By accepting this offer you agree that, to the best of your ability, you will at all times loyally and conscientiously perform all the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., pertaining to the Company that may come to your professional knowledge as an intern of the Company. You will not divulge any of the Company's trade secrets, confidential information or any other proprietary data to any person,

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All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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ANNEXURE II

Compensation Structure – GokulaKrishna S

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
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Flexible Benefit Plan

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Abdul Samad A

Hi Abdul Samad A ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
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- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

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Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

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All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

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c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

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I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – Abdul Samad A

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
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Home Office Support Allowance		15,000
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ANNEXURE B
Flexible Benefit Plan

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

M. NAVEEN KUMAR

Hi M. NAVEEN KUMAR ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – M. NAVEEN KUMAR

	Monthly	Annualised
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

M.Sivanarayanan

Hi M.Sivanarayanan ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

InteleANTS Virtual Workforce Private Limited

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During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

By accepting this offer you agree that, to the best of your ability, you will at all times loyally and conscientiously perform all the duties and obligations required of and from you pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., pertaining to the Company that may come to your professional knowledge as an intern of the Company. You will not divulge any of the Company's trade secrets, confidential information or any other proprietary data to any person,

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firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

- a. in case you are found to be medically unfit by the Company's Authorized Medical

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – M.Sivanarayanan

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
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4	Books & Periodicals	12,000
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6	Telecom	12,000
7	Gift Allowance	5000

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

KAVYA B

Hi KAVYA B ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

During the course of your internship, you should work closely with your Team/Head of Department, who will guide you and review your assignment to ensure that the internship is an enriching experience for you.

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – KAVYA B

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

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Flexible Benefit Plan

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SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
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	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

kishore B

Hi kishore B ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

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As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

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In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – kishore B

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

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Flexible Benefit Plan

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Vignesh U

Hi Vignesh U ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

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Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – Vignesh U

	Monthly	Annualised
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HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
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You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

IntelANTS Virtual Workforce Private Limited

Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>

ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

Kumaresan G

Hi Kumaresan G ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

Your Internship with the Company will be governed by the terms and conditions of the organization as set forth in Annexure I.

Upon successful completion of your internship, you will be eligible for a full-time employment with Inteleants Virtual Workforce Pvt Ltd at a **4.25 lakhs per annum CTC**. The CTC breakdown is provided in Annexure II.

As part of the joining process, you are required to submit the below documents on the date of joining.

- Photocopies of all your academic certificates / marks cards,
- Passport size photo,
- Photocopies of PAN and Aadhar Card

We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

COMPENSATION AND BENEFITS

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During your internship, you will be paid a *stipend of INR 12,000/- per month*.

As an Intern, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, sick leaves, and casual leaves.

Upon successful completion of your internship, Company may offer you, based on your performance, full-time employment with the Company.

RESPONSIBILITIES

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During your internship, you are expected to work from 9.30 am to 6.30 pm (Monday to Friday) or a minimum aggregate of 42.5 hours per week during a normal work week.

CONFIDENTIALITY UNDERTAKING

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All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

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The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

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practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – Kumaresan G

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

LAKSHMANAN S

Hi LAKSHMANAN S ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

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I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – LAKSHMANAN S

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
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ANNEXURE B
Flexible Benefit Plan

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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

SHYAM SUNDHAR K

Hi SHYAM SUNDHAR K ,

Congratulations! We are very pleased to extend to you an offer of internship with **Inteleants Virtual Workforce Pvt Ltd** (hereinafter referred to as **Inteleants** or the **Company** as the context may require). You are expected to join duty on 08th May 2024.

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As part of the joining process, you are required to submit the below documents on the date of joining.

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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ANNEXURE – 1 GENERAL TERMS AND CONDITIONS

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Name: _____

Signature: _____

Signed Date: _____

Place: _____

InteléANTS Virtual Workforce Private Limited

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<http://www.inteleants.com>



ANNEXURE II

Compensation Structure – SHYAM SUNDHAR K

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
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OFFER OF INTERNSHIP - CONFIDENTIAL

02nd May 2024

PAVITHRA M

Hi PAVITHRA M ,

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We hope that your association with the Company will be successful and rewarding.

Yours sincerely,



Kishore Kumar

Head – People Management

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firm, corporation, association, or entity for any purpose whatsoever, except for the fulfillment of duties as an intern of the Company, without the prior written consent of the Company.

All information relating to the Company's business, dealings, methods, strategies, designs, processes, affairs, or any other matters that come into your possession or to your attention by reasons of your internship shall be treated as confidential.

You by accepting the offer recognizes the competitive value of the Confidential information that has been received from the Company, as well as the damage that the Company could suffer if such confidential information was disclosed to third parties, including the Company's customers or business partners without the previous consent of the Company and for these reasons, you hereby agree to indemnify the Company for any and all damages that the Company may suffer on account of unauthorized disclosure to third parties including the Company's customers, business partners and competitors of any such confidential information.

Apart from seeking damages, the Company shall also be entitled to obtain any civil or criminal remedy against the Intern from divulging the same, especially in the event of the Intern joining any customer or business partner or competitor of the Company.

ASSIGNMENT OF INTELLECTUAL PROPERTY

All patents, copyrights, trademarks, ownerships, new inventions, methods, processes, applications, knowledge, and other intellectual property rights in any work of any nature carried out by you during the term of your internship with the Company shall vest with and remain the property of the Company without any act or deed. The intern will not be entitled at all times to claim any right, title, or interest therein.

All property, documents, papers, or other works in your possession or control, acquired or prepared by reasons of your internship, belong to the company and must be returned on request and in any event upon separation from the company.

NO CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

TERMINATION

The services may be terminated on either side by giving 15 days' notice. Company may terminate your services at any time without notice:

- a. in case you are found to be medically unfit by the Company's Authorized Medical

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Hallmark Towers, First & Second Floor, No:35(SP), Developed Plot Estate, Guindy, Chennai-600 032.

<http://www.inteleants.com>



practitioner, on examination.

b. 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 regards legal age, education qualification, experience, salary, etc.

c. if any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information.

d. At any time during your employment with the Company, you are found to be in violation of any of the Company's policies including but not limited to employee codes of ethics and/or generally accepted ethical/moral standards.

e. In the event, you are absent from duty without information or permission of leave, or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the services of the Company.

In case of the employee terminating the contract or resigning the job during the internship, you agree to repay the total stipend amount received during your internship.

AMENDMENTS

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions.

I hereby acknowledge the receipt of this letter and accept the same. I have also read, understood, and accepted the above-mentioned terms and conditions.

Name: _____

Signature: _____

Signed Date: _____

Place: _____

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ANNEXURE II

Compensation Structure – PAVITHRA M

	Monthly	Annualised
Basic	16,683	200,196
HRA	8,342	100,098
Special Allowance	6,542	78,498
Provident Fund	1,800	21,600
Gratuity*		9,625
Home Office Support Allowance		15,000
TOTAL	33,366	425,017

Note:

Tax Deduction at Source will be applicable as per the prevailing rules.

Provident Fund Contribution of employee will be deducted and deposited as per statute.

*Gratuity payment will be made as stipulated by law.

You will be included in the Company's Group Medical Insurance & Accident Insurance Policy in accordance with Company policy.

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ANNEXURE B
Flexible Benefit Plan

The Special Allowance can be structured per your choice subject to the limits below.

SL No.	Components	Maximum Limit (Yearly)
1	Meal Voucher	26,400
2	Fuel above 1600 litres - Car	28,800
	Fuel below 1600 litres - Car	21,600
	Two-Wheeler Fuel	10,800
3	Driver Salary	10,800
4	Books & Periodicals	12,000
5	Health & Wellness	12,000
6	Telecom	12,000
7	Gift Allowance	5000

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Date: 03-01-2024

Dear ROSHAN K ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you're joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,50,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 10, 2024**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

We look forward to you joining our team.

Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

77A7A2E95F894A0...

Authorized Signatory



Date: 03-01-2024

Dear TINU VARGHESE ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

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Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

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Authorized Signatory



Date: 03-01-2024

Dear VISHNU VARADHAN A ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

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Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

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Authorized Signatory



Date: 03-01-2024

Dear SAI DHIRAJ G V ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

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We look forward to you joining our team.

Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

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Authorized Signatory



Date: 03-01-2024

Dear KUPERKAR NEEL RAJU ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

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We look forward to you joining our team.

Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

77A7A2E95F894A0...

Authorized Signatory



Date: 03-01-2024

Dear SALMAN APROZ ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

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We look forward to you joining our team.

Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

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Authorized Signatory



Date: 03-01-2024

Dear JERSON J ,

On behalf of **IWL INDIA PRIVATE LIMITED**, I am pleased to confirm our offer of employment to you as **PRODUCTION ENGINEER** based in **CHENNAI**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 10, 2024**

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To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

We look forward to you joining our team.

Sincerely,

For IWL INDIA PRIVATE LIMITED

Best regards,

DocuSigned by:

Ramprasad Ramanathan

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Authorized Signatory

The Accenture logo, featuring a small chevron symbol above the word "accenture" in a lowercase, sans-serif font.

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Dear **LAKSHMI A**

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Offer Letter, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
 - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,72,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

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Dear **LOKESH K**

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Offer Letter, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

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Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,72,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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Dear NIKILESH G

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter

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Dear **MOHAMMED KHALEELULLAH N**

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,72,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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Dear **DINESH KUMAR E**

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Dear **PRIYADHARSHINI D**

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Dear ABDUL KALAM F

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Dear SUNTHER S

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Annexure A

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- Proposed role - Application Development Associate
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Dear VINUPRIYA S

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Dear AJAN S

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Dear **BALASUBRAMANIAN M**

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Dear **DHINAKARAN Y**

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Dear MANIKANDAN R

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Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

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Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,72,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
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Dear DEEPAN J

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Annexure A

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Dear NITHYA SREE M

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Annexure A

- Career Level - 12
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Dear **ASHWATHRAM J**

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Dear GOWTHAMI M

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Dear **MOHAMMED IRFAN G**

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Dear **DHAROON RAJ P**

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Dear BALAJI K

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- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

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Dear NEAVEN CHRISTOPHER A

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Dear ABDUL RAHMAN

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Dear **SANTHOSH KUMAR J**

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Dear **TATA SAI GOPI SHASHAN K**

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Dear **JAYASHREE S**

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- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

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Dear SATHISH S

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Dear FARZAN MUHAMMED A

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Dear **BALAJI R**

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Dear AANAND M

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Dear INIYANABVEEN K

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Dear KARTHIKEYAN K

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Dear **LOUIS JOSHUA G**

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- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

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Dear MURALIDHARAN

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Dear **ARUN KUMAR S**

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Dear **JEYACHANDRAN K**

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Dear SRISABAPATHY S

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Dear KARTHIKEYAN V

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- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits – INR 3,41,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

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Dear SURYA R

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At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
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 - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Tech Support
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Dear **JAYA PRAKASH T**

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We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

Annexure A

- Career Level - 12
- Proposed role - Application Tech Support
- Annual fixed compensation for the fiscal will be INR 3,72,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
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Dear PREETHI P

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Annexure A

- Career Level - 12
- Proposed role - Application Tech Support
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Dear **SOORIYANARASIMMARAJAN M**

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Annexure A

- Career Level - 12
- Proposed role - Application Tech Support
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Dear **LOCHINI N**

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Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
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Dear **GOWTHAM K**

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Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
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Dear ADITHYAN B ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
- **Emoluments:** Your total cost to the company will be **Rs. 3,00,000 /- (Rupees Three Lakh Only) per annum.** Details of the breakup given in the annexure **1.**
- **Salary Revision:** During your employment, you will be eligible to receive performance-based incentive in line with the terms of the company, your performance will be reviewed annually by your manager, with input from your peers, customers, and business partners.
- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months.**

During the probation period -

- You will not be entitled to any earned leaves
- A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

CONFIDENTIALITY:

1. This is a highly Confidential and Private document. You are required to always maintain, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.
2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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

g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
- **Working hours:** The organization mandates 9 hours of work per day starting Monday to Friday each week.

RETIREMENT/TERMINATION:

a.) Retirement

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

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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



available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear KASINATHAKARTHIKEYAN T ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

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During the probation period -
 - You will not be entitled to any earned leaves
 - A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 working days' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

CONFIDENTIALITY:

1. This is a highly Confidential and Private document. You are required to always maintain, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.
2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

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

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

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

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

5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
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(SRINIVASAN M.S)
Managing Director



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Sub: LETTER OF APPOINTMENT

10th June 2024

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For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear ABDUL RIYAS KHAN S ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
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(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

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available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear ADAM SHAJITH J ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
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- **Salary Revision:** During your employment, you will be eligible to receive performance-based incentive in line with the terms of the company, your performance will be reviewed annually by your manager, with input from your peers, customers, and business partners.
- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months.**
During the probation period -
 - You will not be entitled to any earned leaves
 - A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

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2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

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For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear BHUVANARAJ S ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear MANOJ T ,

Sub: LETTER OF APPOINTMENT

10th June 2024

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h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
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(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear RAGHUL R ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
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- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months**.
During the probation period -
 - You will not be entitled to any earned leaves
 - A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

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2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear SRIRAM J ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of “**GRADUATE TRAINEE**” in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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During the probation period -

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- A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 working days' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

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(SRINIVASAN M.S)
Managing Director



Dear SUBASH J ,

Sub: LETTER OF APPOINTMENT

10th June 2024

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

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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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

g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
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(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

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available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear DEEPAK KUMAR L ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
- **Emoluments:** Your total cost to the company will be **Rs. 3,00,000 /- (Rupees Three Lakh Only) per annum**. Details of the breakup given in the annexure **1**.
- **Salary Revision:** During your employment, you will be eligible to receive performance-based incentive in line with the terms of the company, your performance will be reviewed annually by your manager, with input from your peers, customers, and business partners.
- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months**.
During the probation period -
 - You will not be entitled to any earned leaves
 - A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear DEVANAND G ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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(SRINIVASAN M.S)
Managing Director



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Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
- **Emoluments:** Your total cost to the company will be **Rs. 3,00,000 /- (Rupees Three Lakh Only) per annum**. Details of the breakup given in the annexure **1**.
- **Salary Revision:** During your employment, you will be eligible to receive performance-based incentive in line with the terms of the company, your performance will be reviewed annually by your manager, with input from your peers, customers, and business partners.
- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months**.

During the probation period -

- You will not be entitled to any earned leaves
- A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 working days' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

CONFIDENTIALITY:

1. This is a highly Confidential and Private document. You are required to always maintain, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.
2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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

g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

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

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

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available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear GOKUL RAGAVENDER T ,

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear HARIHARAN S ,

Sub: LETTER OF APPOINTMENT

10th June 2024

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(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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



available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear IRFANULLAH R ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
- **Emoluments:** Your total cost to the company will be **Rs. 3,00,000 /- (Rupees Three Lakh Only) per annum**. Details of the breakup given in the annexure **1**.
- **Salary Revision:** During your employment, you will be eligible to receive performance-based incentive in line with the terms of the company, your performance will be reviewed annually by your manager, with input from your peers, customers, and business partners.
- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months**.
During the probation period -
 - You will not be entitled to any earned leaves
 - A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

CONFIDENTIALITY:

1. This is a highly Confidential and Private document. You are required to always maintain, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.
2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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

g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
- **Working hours:** The organization mandates 9 hours of work per day starting Monday to Friday each week.

RETIREMENT/TERMINATION:

a.) Retirement

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

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

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear JAGADEESHWARAN G ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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

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

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

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5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear MOHAMED IBRAHIM M ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
- **Working hours:** The organization mandates 9 hours of work per day starting Monday to Friday each week.

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

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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



available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear RAMANAN C ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
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- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months**.

During the probation period -

- You will not be entitled to any earned leaves
- A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

CONFIDENTIALITY:

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2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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

g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
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For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear SRI HARINI S ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of “**GRADUATE TRAINEE**” in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

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(SRINIVASAN M.S)
Managing Director



Dear KARAN M ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

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6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

11. You shall maintain the confidentiality of all prices sensitive information and shall handle all such information on a strict 'need to know' basis i.e., disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period Non-Compete: You shall not compete with the company in any one or more business lines during a period of six months, after cessation of employment with the company through voluntary resignation; nor shall you during such period join the employment of any of the companies, firms or organization which directly or indirectly compete with the one or more lines of the business of the Company conducted by the company prior to the date of such cessation.

CONFLICT OF INTEREST:

1. During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
2. You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
3. During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
4. During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
5. To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall always ensure that your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must



not interfere with your duties and must not be illegal or contrary to the interests of the Company.

- **Leave Policy:** On confirmation from probation, you are entitled for a total of 24 days (EL/PL = 24) per year as per the existing leave policy. The maximum accumulation permissible is 24 days and any PL accumulated beyond 24 days shall automatically lapse. Sick leave can be applied on need basis and with the approval of the reporting manager.
- **Working hours:** The organization mandates 9 hours of work per day starting Monday to Friday each week.

RETIREMENT/TERMINATION:

a.) Retirement

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

b.) Notice Period/Termination

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

(ii) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment.

(iii) In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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



available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company. (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional Compensation.

Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear SETHU RAMAN G ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of “**GRADUATE TRAINEE**” in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of “**GRADUATE TRAINEE**” and your responsibilities will be directed by the company on an ongoing basis.
- **Emoluments:** Your total cost to the company will be **Rs. 3,00,000 /- (Rupees Three Lakh Only) per annum**. Details of the breakup given in the annexure **1**.
- **Salary Revision:** During your employment, you will be eligible to receive performance-based incentive in line with the terms of the company, your performance will be reviewed annually by your manager, with input from your peers, customers, and business partners.
- **Probation Period:** On joining the organization, you will be placed on probation for a period of **6 months**.

During the probation period -

- You will not be entitled to any earned leaves
- A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 working days' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

CONFIDENTIALITY:

1. This is a highly Confidential and Private document. You are required to always maintain, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.
2. You are aware that in the course of your employment with the Company, you shall have access to Confidential



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

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

4. You agree and confirm that, you will, always:

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

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

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

d) Prevent the unauthorized use, dissemination, or publication of such Confidential Information.

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

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

g) Not use such Confidential Information in any way to procure any commercial advantage for yourself or for any



third party or in a manner that is directly or indirectly detrimental to the Company.

h) Neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates, or its customers.

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

6. You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information: **a)** was in your possession before receiving the same from the Company pursuant to this Letter. **b)** is or becomes a matter of public knowledge through no fault of yours; or **c)** is rightfully received by you from a third party without a duty of confidentiality.

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

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

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10. If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action



against you, including right to terminate your employment without notice.

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

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director



Dear JERRY ANTONY J ,

Sub: LETTER OF APPOINTMENT

10th June 2024

We welcome you to **ASCEND MATERIALS PVT LTD**, further to your Interview and discussion with us, we are pleased to offer you the position of **“GRADUATE TRAINEE ”** in our Technology with 3 months of training with us. During the training, trainee will be eligible for the **stipend of Rs.12,000/- per month** irrespective of assessment scores. Post training your employment will be continued based on the assessment scores during training. Post-employment employee will be reporting to the Team Lead on the following terms and conditions. If you are in acceptance of the terms and conditions of this offer, please provide a signed copy of this offer letter as indicated below.

TERMS AND CONDITIONS:

- **Responsibilities:** Your role will be that of **“GRADUATE TRAINEE”** and your responsibilities will be directed by the company on an ongoing basis.
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 - You will not be entitled to any earned leaves
 - A voluntary resignation or termination will have a notice period of not more than 60 Working Days.
- **Notice Period:** After probation, every employee in the organization must serve a minimum of 90 workingdays' notice after resignation. In case of an exceptional situation, the decision will be made at the discretion of the management.

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

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

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

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available legal remedies to recover the assets or any other amount due to the Company.

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Date of Joining: Your date of joining should be on **19th June 2024**.

For ASCEND MATERIALS PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Srinivasan M.S.', written in a cursive style.

(SRINIVASAN M.S)
Managing Director

www.bhumi.ngo
contact@bhumi.ngo
3/2, Karpaga Vinayagar Kovil Street, Alandur, Chennai – 600016
044-43009443, 87544-1325



Confidential

April 19, 2024

Ms.DHANUSH V

Vels University,
Chennai.

Dear DHANUSH V

Congratulations!

We are pleased to inform you that you have been accepted into cohort 2024 of the **Bhumi Fellowship**.

Bhumi envisions equitable education for all children through systemic change. The Bhumi Fellowship aims to achieve this vision by creating a cadre of changemakers who transform schools in the short term and lead the next education movement in the long term. We believe that fellows while working towards whole school transformation develop leadership capabilities in their journey of achieving educational equity.

Fellowship Terms & Conditions are as follows:

1. Your Monthly Fellowship Grant will be INR 30,000 (Rupees Thirty Thousand)for the duration of the Fellowship. The grant includes INR 5,500 towards allowances, including house rent, laptop, mobile, and reimbursements.
2. The monthly grant will be paid on or before the 10th day of every month.
3. You will also be eligible for a Fellow Seed Fund of INR 1,00,000 (Rupees One Lakh) upon successful completion and graduating from the fellowship. This fund is to support the aspirations of the fellow after graduating from the fellowship. You will not be eligible to claim this amount if you discontinue the Fellowship before the stipulated time of two academic years.
4. Your placement city will be in Tamil Nadu.
5. Bhumi Fellowship is a two-year, full-time fellowship and you are expected to commit to the entire term to complete the Fellowship.

6. The fellowship can be discontinued on extreme emergencies upon mutually agreed terms between Bhumi and the Fellow, in which case, you will not be eligible for the seed amount
7. Attendance & Holidays:
 - a. The fellows must maintain a monthly attendance of 95%.
 - b. The fellows shall be following the school holidays unless informed otherwise.
 - c. Saturdays shall be working subject to school and programme requirements.
8. Confidentiality

You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the work and should not divulge any information of the organisation by any mode of communication to any other person or organisation etc., during your fellowship with Bhumi or thereafter. This information includes but is not limited to beneficiary and donor information, technical processes, finances, dealings with information related to volunteers, employees, beneficiaries, patrons and partners.


You have been accepted onto Bhumi Fellowship based on the information submitted by yourself during the selection process. Bhumi reserves the right to verify the information and to invoke appropriate actions for malpractices including but not limited to falsifying Information, Non-Disclosure of Critical Information such as Medical Conditions/Criminal Records etc.

At the time of joining, please submit the following documents:

- a) Photographs (1 passport size)
- b) Photocopy of Experience Letter / relieving letter of previous employer (If employed previously)
- c) Self-attested photocopy of all educational certificates including mark sheets in full
- d) Self-attested photocopy of ID and Address proof (preferably Aadhaar)
- e) Self-attested photocopy of PAN card
- f) Letters of Recommendation /Two References (previous reporting manager, Professors, HoD)

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned herein.

For Bhumi

DocuSigned by:

CA24EF40E8C84DC...

Maanasa Paramasivam
Associate Director - Bhumi Fellowship

www.bhumi.ngo
contact@bhumi.ngo
3/2, Karpaga Vinayagar Kovil Street, Alandur, Chennai – 600016
044-43009443, 87544-1325



Confidential

April 19, 2024

Ms.KAUSHIK RAJ S

Vels University,
Chennai.

Dear KAUSHIK RAJ S

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April 19, 2024

Ms.ABISHEK JOSHWA

Vels University,
Chennai.

Dear ABISHEK JOSHWA

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April 19, 2024

Ms.DEVADHARSHINI E

Vels University,
Chennai.

Dear DEVADHARSHINI E

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April 19, 2024

Ms.NARENDARP

Vels University,
Chennai.

Dear NARENDAR P

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April 19, 2024

Ms.ARULJOTHIA

Vels University,
Chennai.

Dear ARULJOTHI A

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Ms.JANANI D

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Ms.GNANASEKARAN M

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Ms.RAHUL T

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Dear RAHUL T

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Ms.HARISHSR

Vels University,
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Dear HARISH S R

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Ms. THIRISHA J

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For Bhumi

DocuSigned by:

CA24EF40E8C84DC...

Maanasa Paramasivam
Associate Director - Bhumi Fellowship

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044-43009443, 87544-1325



Confidential

April 19, 2024

Ms. VIJAYASARATHY D

Vels University,
Chennai.

Dear VIJAYA SARATHY D

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April 19, 2024

Ms.KEERTHIVASAN D P

Vels University,
Chennai.

Dear KEERTHIVASAN D P

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April 19, 2024

Ms. BALAJI P

Vels University,
Chennai.

Dear BALAJI P

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April 19, 2024

Ms.RAKESH S

Vels University,
Chennai.

Dear RAKESH S

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Vels University,
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April 19, 2024

Ms.ROHITH S

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April 19, 2024

Ms.NAVEEN M

Vels University,
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April 19, 2024

Ms.MANIKANDAN M

Vels University,
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Ms.VARSHAAN M H

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Dear VARSHAAN M H

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For Bhumi

DocuSigned by:

CA24EF40E8C84DC...

Maanasa Paramasivam
Associate Director - Bhumi Fellowship

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Confidential

April 19, 2024

Ms.RISHI NITHEESHWARANR

Vels University,
Chennai.

Dear RISHI NITHEESHWARAN R

Congratulations!

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Confidential

April 19, 2024

Ms.KARTHIKEYAN D

Vels University,
Chennai.

Dear KARTHIKEYAN D

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April 19, 2024

Ms.TEJASWININ

Vels University,
Chennai.

Dear TEJASWINI N

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April 19, 2024

Ms.PRATHEESH WARAN R

Vels University,
Chennai.

Dear PRATHEESH WARAN R

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April 19, 2024

Ms.SWATHI K
Vels University,
Chennai.

Dear SWATHI K I

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April 19, 2024

Ms.LOKESH R

Vels University,
Chennai.

Dear LOKESH R

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Confidential

April 19, 2024

Ms.KIRITHIKA V
Vels University,
Chennai.

Dear KIRITHIKA V

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Confidential

April 19, 2024

Ms.THENAPPAN V

Vels University,
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Dear THENAPPAN V

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April 19, 2024

Ms. DEEPAK M

Vels University,
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Dear DEEPAK M

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- e) Self-attested photocopy of PAN card
- f) Letters of Recommendation /Two References (previous reporting manager, Professors, HoD)

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned herein.

For Bhumi

DocuSigned by:

CA24EF40E8C84DC...

Maanasa Paramasivam
Associate Director - Bhumi Fellowship

www.bhumi.ngo
contact@bhumi.ngo
3/2, Karpaga Vinayagar Kovil Street, Alandur, Chennai – 600016
044-43009443, 87544-1325



Confidential

April 19, 2024

Ms.KASHMIR U

Vels University,
Chennai.

Dear KASHMIR U

Congratulations!

We are pleased to inform you that you have been accepted into cohort 2024 of the **Bhumi Fellowship**.

Bhumi envisions equitable education for all children through systemic change. The Bhumi Fellowship aims to achieve this vision by creating a cadre of changemakers who transform schools in the short term and lead the next education movement in the long term. We believe that fellows while working towards whole school transformation develop leadership capabilities in their journey of achieving educational equity.

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3. You will also be eligible for a Fellow Seed Fund of INR 1,00,000 (Rupees One Lakh) upon successful completion and graduating from the fellowship. This fund is to support the aspirations of the fellow after graduating from the fellowship. You will not be eligible to claim this amount if you discontinue the Fellowship before the stipulated time of two academic years.
4. Your placement city will be in Tamil Nadu.
5. Bhumi Fellowship is a two-year, full-time fellowship and you are expected to commit to the entire term to complete the Fellowship.

6. The fellowship can be discontinued on extreme emergencies upon mutually agreed terms between Bhumi and the Fellow, in which case, you will not be eligible for the seed amount
7. Attendance & Holidays:
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 - b. The fellows shall be following the school holidays unless informed otherwise.
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Confidential

April 19, 2024

Ms.MANO S

Vels University,
Chennai.

Dear MANO S

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Confidential

April 19, 2024

Ms.JANCYJEBARANI S

Vels University,
Chennai.

Dear JANCY JEBARANI S

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Confidential

April 19, 2024

Ms.MUKESH V

Vels University,
Chennai.

Dear MUKESH V

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CA24EF40E8C84DC...

Maanasa Paramasivam
Associate Director - Bhumi Fellowship

CampLOIApr-20210001

Date: 17-04-2024

Dear VIJAY T,

Letter of Employment

Thank you for participating in our campus hiring program - Chrysalis!

Based on the assessments and interviews, we are pleased to issue this Letter of Intent (LOI) expressing our interest to offer you the position of **AR CALLER** at AGS Health Private Limited.

Depending on the business requirements, we will communicate to you the date of commencement of training to your personal email address provided to us.

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Upon successful completion of such training, and subject to complying with any other selection criteria, you shall be considered for employment in our company. If you are selected, you would be provided with an Offer Letter and employment agreement along with the Terms and Conditions of Employment at the time of your joining. Your offer and subsequent employment will be subject to satisfactory completion of background verification and other joining requirements as followed by the Company.

In case you are selected for employment at AGS Health, your annual cost to company (CTC) would be **Rs. 3,00,000 per annum**. In addition to that, you will also be eligible for a performance based incentive as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process.

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At any time, if you have any questions or require assistance, please contact the Chrysalis team at chrysalis@agshealth.com. Happy to assist!

Your’s Sincerely,



Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear DINESH C,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear BARANI V A,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear AVINASH S G,

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Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear HEMALATHA J P,

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Executive Director – Human Resources

Date: 17-04-2024

Dear ARUNACHALAM V,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear AAKASH V,

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At any time, if you have any questions or require assistance, please contact the Chrysalis team at chrysalis@agshealth.com. Happy to assist!

Your’s Sincerely,



Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear HARINI T,

Letter of Employment

Thank you for participating in our campus hiring program - Chrysalis!

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Your’s Sincerely,



Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear RAASHID ALI M,

Letter of Employment

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear MOHAMMED MUFARIS S,

Letter of Employment

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear MUKESH KUMAR P,

Letter of Employment

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear SATHYA PRADAN N,

Letter of Employment

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

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Dear MURALI GOVINTH S,

Letter of Employment

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear VIJAYA KRISHNA P,

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CampLOIApr-20210001

Date: 17-04-2024

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear SOFIYA B,

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CampLOIApr-20210001

Date: 17-04-2024

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CampLOIApr-20210001

Date: 17-04-2024

Dear EAKALAIVAN D,

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CampLOIApr-20210001

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Dear MULLAI VENDHAN V,

Letter of Employment

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At any time, if you have any questions or require assistance, please contact the Chrysalis team at chrysalis@agshealth.com. Happy to assist!

Your’s Sincerely,



Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear SARON MEFIN P,

Letter of Employment

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Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear YABESH Y,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

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Dear DHANRAJ I,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear DHIVYA K,

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Kiran Guntur
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CampLOIApr-20210001

Date: 17-04-2024

Dear SUDHARSAN N,

Letter of Employment

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear SANTHOSH KUMAR S,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear SAHAYA RENISH A,

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Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear NIRVIN KUMAR G,

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CampLOIApr-20210001

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CampLOIApr-20210001

Date: 17-04-2024

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Date: 17-04-2024

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CampLOIApr-20210001

Date: 17-04-2024

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CampLOIApr-20210001

Date: 17-04-2024

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At any time, if you have any questions or require assistance, please contact the Chrysalis team at chrysalis@agshealth.com. Happy to assist!

Your’s Sincerely,



Kiran Guntur
Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

Dear VARSHNINI M,

Letter of Employment

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Date: 17-04-2024

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Executive Director – Human Resources

CampLOIApr-20210001

Date: 17-04-2024

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CampLOIApr-20210001

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CampLOIApr-20210001

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Kiran Guntur
Executive Director – Human Resources
Date: 17-04-2024

CampLOIApr-20210001

Date: 17-04-2024

Dear MOHAMMED ASIF NOVUFAL S,

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ARUDRA ENGINEERS PRIVATE LIMITED

(P.O. Box No. 8676)

79, (Old # 29/9), VALMIKI STREET, THIRUVANMIYUR, CHENNAI - 600 041. INDIA
PHONE : 00-91-44-24430697, 24430705, 24901623, 24413348 FAX : 00-91-44-24424755
CIN : U24110TN1980PTC008068 Email : arudra01@gmail.com



Dear ABDUL THAMIM P.M

ARUDRA ENGINEERING is offering a full time position as a GRADUATE ENGINEER TRAINEE, reporting to immediate Exective Officer starting on 12-03-2024 at chennai location.

In this position, ARUDRA ENGINEERING is offering to start you at a pay rate of 2.4 LPA.

As part of your compensation, we're also offering bonus, profit sharing, commission structure, stock options, and compensation committee rules here.

As an employee of ARUDRA ENGINEERING you will be eligible for health insurance, stock plan, dental insurance, etc. In the meantime, please feel free to contact me A.SUDHAKAR via email sudhakar@arudra.in , if you have any questions.

We are all looking forward to having you on our team.

Sincerely,

A. SUDHAKAR

HR MANAGER



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Sincerely,

A. SUDHAKAR

HR MANAGER



ARUDRA ENGINEERS PRIVATE LIMITED

(P.O. Box No. 8676)

79, (Old # 29/9), VALMIKI STREET, THIRUVANMIYUR, CHENNAI - 600 041. INDIA
PHONE : 00-91-44-24430697, 24430705, 24901623, 24413348 FAX : 00-91-44-24424755
CIN : U24110TN1980PTC008068 Email : arudra01@gmail.com



Dear MARIYA YESU DASS M

ARUDRA ENGINEERING is offering a full time position as a GRADUATE ENGINEER TRAINEE, reporting to immediate Executive Officer starting on 12-03-2024 at chennai location.

In this position, ARUDRA ENGINEERING is offering to start you at a pay rate of 2.4 LPA.

As part of your compensation, we're also offering bonus, profit sharing, commission structure, stock options, and compensation committee rules here.

As an employee of ARUDRA ENGINEERING you will be eligible for health insurance, stock plan, dental insurance, etc. In the meantime, please feel free to contact me A.SUDHAKAR via email sudhakar@arudra.in , if you have any questions.

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Dear MOHAN KUMAR S

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Dear SATHISH KUMAR T

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Dear SATYA PRAKASH

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Dear AADHITYAN S

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Dear ABDUL AHAMED M

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Dear LINGARAJ G

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Dear SARITHRA M

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Dear AKASH A

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Dear HEMALATHA E

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Dear SWARNALAKSHMI T

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Dear NARASIMHA A

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Dear TAMILSELVAN P A

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Dear MANIKANDAN A

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Sincerely,

A. SUDHAKAR

HR MANAGER

April 10, 2024

ASHWIN V J
Chennai.

Dear ASHWIN V J ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	ASHWIN V J	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 -April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

HEM VINOTH R
Chennai.

Dear HEM VINOTH R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

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On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	HEM VINOTH R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 -April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
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*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

PRIYANKA D
Chennai.

Dear **PRIYANKA D**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

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2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	PRIYANKA D	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 -April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SRISAILAM R
Chennai.

Dear SRISAILAM R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SRISAILAM R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10- April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 10, 2024

BHAVYA S
Chennai.

Dear BHAVYA S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	BHAVYA S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

NIRANJANA DEVI S
Chennai.

Dear NIRANJANA DEVI S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	NIRANJANA DEVI S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10- April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

YAAMINI M S
Chennai.

Dear YAAMINI M S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	YAAMINI M S	Department	Business Support services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

CHIRAG KUMAR
Chennai.

Dear **CHIRAG KUMAR**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	CHIRAG KUMAR	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

AZHARUDEEN M
Chennai.

Dear AZHARUDEEN M ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	AZHARUDEEN M	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SHYAM SUNDAR M
Chennai.

Dear SHYAM SUNDAR M ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SHYAM SUNDAR M	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

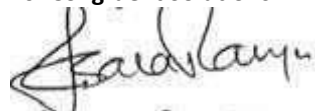
Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on _____ . In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

PRAVESH S
Chennai.

Dear PRAVESH S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	PRAVESH S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 -April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

GUGAN S
Chennai.

Dear GUGAN S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	GUGAN S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

JEFFIN D R
Chennai.

Dear JEFFIN D R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	JEFFIN D R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MONISHA R B
Chennai.

Dear **MONISHA R B**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MONISHA R B	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

DHANUSH M
Chennai.

Dear **DHANUSH M**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DHANUSH M	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 10, 2024

MUKESH I
Chennai.

Dear MUKESH I ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MUKESH I	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

LOVELIYN B
Chennai.

Dear LOVELIYN B ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	LOVELIYN B	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

KISHORE P
Chennai.

Dear KISHORE P ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KISHORE P	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10- April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SAMUVEL R
Chennai.

Dear **SAMUVEL R**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SAMUVEL R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10-April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

DHILLI RAJA B
Chennai.

Dear **DHILLI RAJA B**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DHILLI RAJA B	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SACHIN M
Chennai.

Dear SACHIN M ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SACHIN M	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	10- April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

VENGADESHWARI V
Chennai.

Dear VENGADESHWARI V ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	VENGADESHWARI V	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

AHMED SHERIEF S
Chennai.

Dear **AHMED SHERIEF S**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	AHMED SHERIEF S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

LINGA PRIYA RAAJ G T
Chennai.

Dear LINGA PRIYA RAAJ G T ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	LINGA PRIYA RAAJ G T	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

DEEPAK A
Chennai.

Dear DEEPAK A ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DEEPAK A	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

PRIYADHARSHINI S
Chennai.

Dear PRIYADHARSHINI S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	PRIYADHARSHINI S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SUPPRIYA R
Chennai.

Dear SUPPRIYA R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SUPPRIYA R	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

KISHORE K
Chennai.

Dear KISHORE K ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KISHORE K	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

VALLIAMMAI V
Chennai.

Dear VALLIAMMAI V ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	VALLIAMMAI V	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 10, 2024

VALLARASAN K
Chennai.

Dear VALLARASAN K ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	VALLARASAN K	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10- April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

KAVIBALAJI V
Chennai.

Dear KAVIBALAJI V ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KAVIBALAJI V	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10- April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MANOJ N
Chennai.

Dear MANOJ N ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MANOJ N	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

PRADEEP R
Chennai.

Dear PRADEEP R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	PRADEEP R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10-April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MOHAMMED ISMAIL J
Chennai.

Dear **MOHAMMED ISMAIL J**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MOHAMMED ISMAIL J	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

VISHWA H
Chennai.

Dear VISHWA H ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	VISHWA H	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MAYUSHA S P
Chennai.

Dear **MAYUSHA S P**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MAYUSHA S P	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

BHUVANESHWARI S
Chennai.

Dear **BHUVANESHWARI S**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	BHUVANESHWARI S	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

MONISHA D
Chennai.

Dear **MONISHA D**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MONISHA D	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 16, 2024

TAMIZHSELVAN P
Chennai.

Dear TAMIZHSELVAN P ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	TAMIZHSELVAN P	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

KALPANA M
Chennai.

Dear KALPANA M ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KALPANA M	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 16, 2024

SAI VAISHAALI
Chennai.

Dear SAI VAISHAALI ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SAI VAISHAALI	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

VIJAY S
Chennai.

Dear VIJAY S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	VIJAY S	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

DHARSHINI B
Chennai.

Dear **DHARSHINI B**,

We are pleased to offer you an employment in our Company as a **"Business Operation Executive"** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DHARSHINI B	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

KAVYA A
Chennai.

Dear KAVYA A ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KAVYA A	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

RAVI K
Chennai.

Dear RAVI K ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	RAVI K	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 16, 2024

MANIKANDAN R
Chennai.

Dear **MANIKANDAN R**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MANIKANDAN R	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

SHREERAM V
Chennai.

Dear SHREERAM V ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SHREERAM V	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

ABHILASH YASID N
Chennai.

Dear ABHILASH YASID N ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	ABHILASH YASID N	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 16, 2024

KIRUTHIKA V
Chennai.

Dear KIRUTHIKA V ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KIRUTHIKA V	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 16, 2024

SIVA PRAKASH S
Chennai.

Dear SIVA PRAKASH S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SIVA PRAKASH S	Department	Business Operation Executive
Designation	Business Operation Executive	Date of Offer	20 - March -2023

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	25,500	306000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	31,250	475020

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MEENALOCHANI S
Chennai.

Dear MEENALOCHANI S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MEENALOCHANI S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

NIRANJAN M DINESH
Chennai.

Dear **NIRANJAN M DINESH**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	NIRANJAN M DINESH	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SUBASHINI B
Chennai.

Dear SUBASHINI B ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SUBASHINI B	Department	Business Support services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

DURAIMURUGAN A
Chennai.

Dear **DURAIMURUGAN A**,

We are pleased to offer you an employment in our Company as a **"Business Operation Executive"** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DURAIMURUGAN A	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

SANDHIYA M
Chennai.

Dear SANDHIYA M ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SANDHIYA M	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10-April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

ABINAYA D
Chennai.

Dear ABINAYA D ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	ABINAYA D	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10-April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

KEERTHANA R
Chennai.

Dear **KEERTHANA R**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KEERTHANA R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

ARUN S
Chennai.

Dear ARUN S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	ARUN S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10- April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

AARTHI A S
Chennai.

Dear AARTHI A S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	AARTHI A S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

RADHIKA K
Chennai.

Dear RADHIKA K ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	RADHIKA K	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MAHALAKSHMI R
Chennai.

Dear MAHALAKSHMI R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MAHALAKSHMI R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____ . In case I fail to join duty on the terms given above, this offer letter shall stand

cancelled.

(Signature & Date)

April 10, 2024

SENDHURPANDI K
Chennai.

Dear SENDHURPANDI K ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	SENDHURPANDI K	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

ARUN R
Chennai.

Dear ARUN R ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	ARUN R	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

JAYAKANTHAN K S
Chennai.

Dear JAYAKANTHAN K S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	JAYAKANTHAN K S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 -April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

KARTHIKEYAN G
Chennai.

Dear **KARTHIKEYAN G** ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	KARTHIKEYAN G	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

DINESH KUMAR K
Chennai.

Dear **DINESH KUMAR K**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DINESH KUMAR K	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April-2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

MOHAMMED PARVEZ J
Chennai.

Dear **MOHAMMED PARVEZ J**,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	MOHAMMED PARVEZ J	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)

April 10, 2024

DEEPAN S
Chennai.

Dear DEEPAN S ,

We are pleased to offer you an employment in our Company as a **“Business Operation Executive”** on a salary of **Rs. 3,00,000 (Rupees Three Lakh only)** per annum.

1. Date of Appointment

Your appointment is effective from the date of joining which shall be on **April 16, 2024**.

2. Provident Fund

You will participate in the company provident fund scheme as applicable to your category of employees.

3. Salary

Your commencing salary will be as per annexure A, attached to and forming part of this appointment letter. This is subject to your clearing the initial training. Your salary will be reviewed periodically as per the company policy. Your increments are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Leave

You will be covered by leave, holidays and the working hours policy as applicable to your category of employees.

5. Other Work

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during the employment with the company, without permission in writing from the organization.

6. Transfer

You will be liable to transfer in such capacity as the company may, from time to time, determine, to any other location, department, establishment, factory or branch of the company or its affiliates, associate or subsidiary companies. In such case, the terms and conditions of service applicable to the new assignment will govern you.

7. Responsibilities

Your main responsibility would be in the area of BSS. As part of the team, you will be expected to adhere to the Information Security Policy requirements, client's contractual needs and any other requirements that may be communicated by the Company from time to time. Non-adherence to company policies on the above fronts could entail disciplinary action against you by the Company. You are expected to effectively perform to ensure you deliver results and may be expected to work extra hours to achieve this, where the situation so requires.

8. Confidential Information

You will not, at any time, without the consent of the President, disclose or divulge or make public any information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

9. Protection of Interest

During the period of your employment with us, all the work done by you as part of your job will automatically be deemed to be the property of Congruent. If you conceive any new or advanced methods of improving processes / systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right / property of the company.

10. Past Record

You declare and confirm that there is no prohibition or obligation cast on you, which may prevent you from joining Congruent and that you are at liberty to accept this Offer. Please note that this appointment is subject to background checks. If any declaration or information furnished to the company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice.

11. Notice Period

It is mandatory to give 3 months advance notice in writing to the Company in the event of your resignation or 3 months pay in lieu thereof. This contract of employment is terminable by either party by giving three months (90 days) notice. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. The company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reasons thereof. The company may refuse to relieve you by a requested date or extend your date of separation by not more than 90 days, in cases where the projects entrusted to you is/ are likely to be affected due to your decision to resign by that date. This decision vests solely with the management. If your performance is found to be unsatisfactory, your employment is liable to be terminated with 30 days notice. The company is entitled to levy costs, in case of breach of any of the above terms and conditions, to the extent of the actual loss suffered.

12. Arbitration

Any dispute which may arise between you and the Company in connection with the interpretation of this appointment letter with regard to the rights or obligations of either party here under or with regard to the validity or enforceability thereof shall be settled to the mutual satisfaction of the parties within thirty (30) days (or such longer period as may be mutually agreed upon) of the date either party informs the other in writing that such a dispute exists. In case such a mutual agreement is not arrived at, the dispute shall be referred to a sole Arbitrator appointed by the Company. Arbitration shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and be held in Chennai.

13. On Separation

On acceptance of the separation notice, you will immediately give up to the company all correspondence, specifications, books, documents, literature, effects or records etc. belonging to the company or relating to its business and shall not make or retain any copies of these items. For a period of one year following your separation, you shall not, directly or indirectly, invite or be instrumental in the recruitment / engagement of any of your former colleagues to employment with your new employer(s).

The above terms and conditions are subject to company policy.

Annexure A:

SALARY STRUCTURE			
Name	DEEPAN S	Department	Business Support Services
Designation	Business Operation Executive	Date of Offer	10 - April -2024

REMUNERATION BREAK UP		
Particulars	Monthly	Annual
Basic Salary	19,250	2,31,000
House Rent Allowance	1,600	19200
Conveyance Allowance	2450	29400
Special Allowance	900	10800
Medical Reimbursement	3900	46800
Leave Travel Allowance	3,000	36000
Gross Pay	37,350	448200
Employer Provident Fund	1,800	21600
Employer ESIC	435	5220
*Other allowance	0	0
Subtotal	2,235	26820
Grand Total	25,000	3,00,000

Note: The structure given above is indicative and subject to change upon confirmation.

Only if applicable:

***Variable Pay:** The actual performance-linked incentive could be lower or higher than the above indicated figure, depending on your performance and that of the company. It will also be subject to you being on the company rolls at the end of one year of this structure.

Yours sincerely,

For **Congruent Solutions Private Limited**



BALARAMAN J

President

I have read the above terms & conditions of offer and accept the same. I agree to report for duty on

_____. In case I fail to join duty on the terms given above, this offer letter shall stand cancelled.

(Signature & Date)



Date: 04-06-2024

Dear RAJA M P ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear VARSHINI SURATHKUMAR ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear KISHORE KUMAR S ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear PRABHU M ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear JEBERSON ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear GEETHAPRIYAN R ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear SUDHAKAR S ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear KARTHIKA P ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear POOJA YADAV ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

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With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear ABIMENUE B ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear BRAGADEESHWARAN G ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear SANTHOSH KUMAR V ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink that reads 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear DEVENDRAN S ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear MUGHESH K ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear INIGO VIJAY D ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear SARAVANA KUMAR R ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

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S. Paul Riyan

HR - Head



Date: 04-06-2024

Dear NANDAGOPALAN S ,

We are pleased to offer you the post of Business Development Officer based at Chennai Location.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company. You will be on probation for six months. The salary for the position is 5.6 LPA and the post is Permanent. Your CTC would be revised on successfully completion of probation period based on individual performance.

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

We think you are a perfect match for the role, We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any concerns, please feel free to contact me at any time Paul@equitasbank.in.

With regards,

A handwritten signature in black ink, appearing to read 'Paul Riyan'.

S. Paul Riyan

HR - Head

26-06-2024

Dear ARUN V ,

Offer of Appointment for the position of "**SOFTWARE TRAINEE**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as a "**SOFTWARE TRAINEE**" in our organization with the **ANNUAL Salary** of Rupees **2.4 LPA**. We agreed mutually at the time of discussion with you personally.

You shall join duty on 01-07-2024 you shall be present based at "**Nadhanam, Chennai** and shall report to **HR Manager**. Please make a note that, this offer shall stand invalid in case of you fail to join on or before the specific date.

A detailed Appointment Letter with all the terms and conditions shall be given to you on your joining the Organisation. You shall produce following self-attested copies at the time of your joining.

- ✓ All the Educational Certificates Xerox Copies.
- ✓ Relieving letter, service Certificate & Pay slip of current Employer.
- ✓ Aadhaar & Pan Card Xerox Copies.
- ✓ Family Members Aadhar Card Copies.
- ✓ Nationalized Bank Account Pass Book Front Page Xerox Copy.
- ✓ Four Passport Size Photographs.
- ✓ A Post card size family photo graph.

You shall carry all the original documents for verification & confirmation the same.

Please return the copy of this offer of Appointment duly signed as a token of your acceptance for the above-mentioned terms and conditions. Also please mention the expected date of joining in the space provided underneath.

Wishing you all the best and welcome you to KAAVIAN SYSTEMS

Thanks & Regards,

26-06-2024

Dear ASHWIN V ,

Offer of Appointment for the position of "**SOFTWARE TRAINEE**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as a "**SOFTWARE TRAINEE**" in our organization with the **ANNUAL Salary** of Rupees **2.4 LPA**. We agreed mutually at the time of discussion with you personally.

You shall join duty on 01-07-2024 you shall be present based at "**Nadhanam, Chennai** and shall report to **HR Manager**. Please make a note that, this offer shall stand invalid in case of you fail to join on or before the specific date.

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Wishing you all the best and welcome you to KAAVIAN SYSTEMS

Thanks & Regards,

26-06-2024

Dear KOUSHIK K V ,

Offer of Appointment for the position of "**SOFTWARE TRAINEE**".

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Wishing you all the best and welcome you to KAAVIAN SYSTEMS

Thanks & Regards,

26-06-2024

Dear MOHANRAJ N ,

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Dear SIVA PRAKASH M K ,

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Dear THARUN SAAGAR T ,

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Dear KALISAMY R ,

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Dear HARISANKAR A ,

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Dear KOMATHI V ,

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Dear RAJESH C ,

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Dear SASIKANTH M ,

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Dear DERRICK SAM DANIEL A ,

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Dear MAHESHWARAN P ,

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Dear VENKATESH B ,

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Dear ANAVARATHAN P ,

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Dear CHARLES L R ,

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Dear KARTHIKEYAN B ,

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Dear NATARAJAN S ,

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Dear JAGADEESH A ,

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Dear KISHORE RAJ K ,

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Dear ROHITH D ,

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Dear SUSEENDHARAN. R ,

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Dear BARANIL ,

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Wishing you all the best and welcome you to KAAVIAN SYSTEMS

Thanks & Regards,

26-06-2024

Dear GOKULSRI K ,

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26-06-2024

Dear GOPINATH S ,

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26-06-2024

Dear RAMANA B ,

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26-06-2024

Dear UDHAYA N ,

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26-06-2024

Dear KATHIRVELAN R ,

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26-06-2024

Dear RAGHAVAN B ,

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Dear ASHRAF ALI J,

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26-06-2024

Dear MUTHU LAKSHMI N ,

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26-06-2024

Dear NITHISH SHANKAR R ,

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Dear CHANDRASEKAR K ,

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Thanks & Regards,

The Dream,
6/11, Mayor Sathayamoorthy Salai,
Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear ASWIN JOSEPH M ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “**HR MANAGER**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

You will undergo training for a period of six months and thereafter on probation for a period of six months.

We would expect you to join our organization on or before **19th March 2024**. This Offer is valid subject to Successful clearing of the post-graduate course.

On the date of your resuming duty, you may please bring along the following

1. Proof of age
2. Copies of educational certificates
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Please sign the duplicate copy of this letter as a token of acceptance of the same. We look forward to your long and mutually rewarding association with us.

For Leap International
Thanks

Kalpana

Kalpana
Hr Manager



The Dream,
6/11, Mayor Sathayamoorthy Salai,
Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear **EBIN ROBERT X** ,

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Date :- 11/03/2024

LETTER OF OFFER

Dear **KARTHICK K** ,

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Date :- 11/03/2024

LETTER OF OFFER

Dear **NAVEEN KUMAR C** ,

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Date :- 11/03/2024

LETTER OF OFFER

Dear **ABDUL ASHIF K** ,

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The Dream,
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Date :- 11/03/2024

LETTER OF OFFER

Dear **KARTHICK S** ,

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Date :- 11/03/2024

LETTER OF OFFER

Dear SIRANJEEVI J ,

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Date :- 11/03/2024

LETTER OF OFFER

Dear SWARNESH C ,

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Hr Manager



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Date :- 11/03/2024

LETTER OF OFFER

Dear INBHALAKSHMI V ,

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Hr Manager



The Dream,
6/11, Mayor Sathayamoorthy Salai,
Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear AMIRTHA VARSHINI J ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

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Hr Manager



The Dream,
6/11, Mayor Sathayamoorthy Salai,
Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear **HARISH KUMAR S** ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

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The Dream,
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Date :- 11/03/2024

LETTER OF OFFER

Dear SWATHI V ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

You will undergo training for a period of six months and thereafter on probation for a period of six months.

We would expect you to join our organization on or before **19th March 2024**. This Offer is valid subject to Successful clearing of the post-graduate course.

On the date of your resuming duty, you may please bring along the following

1. Proof of age
2. Copies of educational certificates
3. Copies of experience certificates (if any)
4. 3 Passport Size Photographs
5. 2 References

Please sign the duplicate copy of this letter as a token of acceptance of the same.
We look forward to your long and mutually rewarding association with us.

For Leean International

Thanks



Kalpana
Hr Manager



The Dream,
6/11, Mayor Sathayamoorthy Salai,
Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear **KOUSHIK R** ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

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Kalpana
Hr Manager



The Dream,
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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear JEEVASHREE R ,

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Kalpana
Hr Manager



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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear PRAKASH G ,

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Hr Manager



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Date :- 11/03/2024

LETTER OF OFFER

Dear **KARTHIKEYAN S** ,

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Hr Manager



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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear HANA JANNET A ,

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Kalpana
Hr Manager



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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear KANNIKAI MARY STEFFY G ,

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Kalpana
Hr Manager



The Dream,
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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear **RAJITH KUMAR P** ,

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Hr Manager



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Date :- 11/03/2024

LETTER OF OFFER

Dear KAVIYARASU SRIDHAR ,

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Hr Manager



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Date :- 11/03/2024

LETTER OF OFFER

Dear VIJAY G ,

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Kalpana
Hr Manager



The Dream,
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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear **MOHAMED HUSSAIN A** ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

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Kalpana
Hr Manager



The Dream,
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Date :- 11/03/2024

LETTER OF OFFER

Dear DHARAKESH S ,

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For Leap International

Thanks



Kalpana
Hr Manager



The Dream,
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Chetpet, Chennai, Tamil Nadu 600031

Date :- 11/03/2024

LETTER OF OFFER

Dear SHANMUGAN M ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

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Kalpana
Hr Manager



The Dream,
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Date :- 11/03/2024

LETTER OF OFFER

Dear VANTHANAN R ,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of “ **ACCOUNTS EXECUTIVE**” at Total Cost To Company (TCTC) of **Rs.3,00,000/-** (Rupees Three Lakhs Only)

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For Leean International

Thanks



Kalpana
Hr Manager





Date: 4th JAN 2024

Dear MAHENDRA PERUMAL S ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

Annexure 1 - Salary Working

Name: MAHENDRA PERUMAL S			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear SASIDHARAN S ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date : 4th JAN 2024

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Annexure 1 - Salary Working

Name: SASIDHARAN S			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

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 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
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 - 3) Degree Certificate
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3. Personal details
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 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear HARISH G ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
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 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
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TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
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24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
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26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

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Annexure 1 - Salary Working

Name: HARISH G			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear NEELAVENY S B ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date

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Annexure 1 - Salary Working

Name: NEELAVENY S B			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter



Date: 4th JAN 2024

Dear NICOLE CLAIRE GODFREY ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation:** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1 Your Annual Guaranteed Compensation will be **Rs.2,16,000/-**(Rupees Two Lakhs and Sixteen Thousand Only).
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one
 - i. year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

- a. The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
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Annexure 1 - Salary Working

Name: NICOLE CLAIRE GODFREY			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter



Date: 4th JAN 2024

Dear PRAVEEN KUMAR V ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: PRAVEEN KUMAR V			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear ASFIAAN D ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

Annexure 1 - Salary Working

Name: ASFIAAN D			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter



Date: 4th JAN 2024

Dear AKASH KUMAR SAHU ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: AKASH KUMAR SAHU			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter



Date: 4th JAN 2024

Dear HARIDHARSHINI D ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: HARIDHARSHINI D			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter



Date: 4th JAN 2024

Dear MADA RAMAKRISHNA ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: MADA RAMAKRISHNA			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear SELVAKUMAR S ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: SELVAKUMAR S			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear AMRUTHA A ,

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8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
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11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
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26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

Annexure 1 - Salary Working

Name: AMRUTHA A			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear RANJITHA M ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: RANJITHA M			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear MUKILAN T ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
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Annexure 1 - Salary Working

Name: MUKILAN T			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear RAJAMANICKAM M ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: RAJAMANICKAM M			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

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Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear SARAVANAN T ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

Annexure 1 - Salary Working

Name: SARAVANAN T			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear SHRIVISHWASHWARA N M,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
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19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: SHRIVISHWASHWARAN M			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear MANIKANDAN M ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: MANIKANDAN M			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear JOSHI JOSEPH T ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

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8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
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11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
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19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
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23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: JOSHI JOSEPH T			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
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Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear GOWTHAM K ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Digital Infrastructure Service (DIS) Trainee**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.2,50,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.20,000/-**(Twenty Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access

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(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

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in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: GOWTHAM K			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th JAN 2024

Dear THABRESH U ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

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8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
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12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

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14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.



The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited

A handwritten signature in black ink that reads 'Padma Jayaraman'.

Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: THABRESH U			
Designation : Digital Infrastructure Service (DIS) Trainee		Grade:	JL1B
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	40,760
Statutory Bonus	As per the Act	1,192	19,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	2,26,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			2,50,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th Jan 2024

Dear MUTHUPANDI VELMURUGAN ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Trainee Engineer**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.3,20,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.26,000/-**(Twenty Six Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

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4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: MUTHUPANDI VELMURUGAN			
Designation :Trainee Engineer	Grade:	JL1B	
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	75,760
Statutory Bonus	As per the Act	1,192	54,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	3,20,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			3,20,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
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3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th Jan 2024

Dear JAGANATHAN G ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Trainee Engineer**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.3,20,000/-** (Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.26,000/-** (Twenty Six Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

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4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: JAGANATHAN G			
Designation :Trainee Engineer	Grade:	JL1B	
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	75,760
Statutory Bonus	As per the Act	1,192	54,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	3,20,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			3,20,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th Jan 2024

Dear AAKAS RAM A S ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Trainee Engineer**. Your Date of Joining is 11-01-2024. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.3,20,000/-** (Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.26,000/-** (Twenty Six Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

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4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

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The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

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Annexure 1 - Salary Working

Name: AAKAS RAM A S			
Designation :Trainee Engineer	Grade:	JL1B	
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	75,760
Statutory Bonus	As per the Act	1,192	54,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	3,20,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			3,20,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter

Date: 4th Jan 2024

Dear KOTAPATI SATHYA SAI ,

Welcome to Movate Technologies Private Limited (hereinafter "Movate" / "the Company"). With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining Movate, you would be designated as **Trainee Engineer**. Your Date of Joining is 11-01-2024 Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

PRIMARY TERMS AND CONDITIONS:

1. Please be specifically informed that this offer of employment is a conditional offer letter given to you based on the interview(s) and tests (if any) attended by you as part of the campus hiring process of Movate. You would receive the final offer letter only upon you meeting the following conditions:
 - a. You are passing in all subjects of your academic graduation within the scheduled original course duration.
 - b. In case, if it emerges at the time of joining Movate that you have a backlog of subjects under your academic graduation and have not passed through you shall not be eligible for selection to Movate.
 - c. You are completing and passing through necessary HR formalities, including but not limited to Background Verification.
2. Movate will have the absolute right and discretion to offer employment to you, notwithstanding you are passing your academic degree qualification and you meeting the requisite standards specified by Movate in this conditional offer letter. Further, you agree that Movate offering employment to you will be purely based on business requirements of Movate.
3. Please be specifically informed that this offer of employment is specific to projects that Movate may get from time to time from its existing or prospective clients, details of client and the project are confidential that shall be disclosed to you at the time of you joining Movate and subject to execution of appropriate Service Agreement, Confidentiality Agreement, and such other documents as part of on-boarding formalities.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of **Rs.3,20,000/-**(Two Lakh Forty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be **Rs.2,16,000/-** (Rupees Two Lakhs and Sixteen Thousand Only).
3. **Annual Variable Compensation.** Depending on your and Company's performance, you would be entitled for an Annual Variable Compensation upto a maximum of **Rs.26,000/-**(Twenty Six Thousand Only).The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Handbook which you can access in Company's Intranet portal 'HIVE'. On your joining the Company, you undertake to go through Company's intranet and get familiar with all the applicable policies and processes of the Company.

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4. **Other Benefits.** Upon joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, do refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.
8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) email address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Time Zones:** You shall be present in the office during shifts or in different time zones like, US time zones/APAC/EMEA, as per the Project requirements that shall be communicated by the designated authority.
10. **Transport Facility:** In accordance with the Company's policy, Company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in Clause 13.
12. **Probation:** You will be on probation for a period of six (6) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving 15 days' notice in writing or 15 days gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.

13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Thirty (30) days written notice or One (1) month gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.
16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy with regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** 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 (whether part time or otherwise) 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. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not 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, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with clause 22 of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Noncompliance to return of Company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the Company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.

20. **Work Done for Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.
21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** Company reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

The date of joining shall be communicated in a separate e-mail. As a token of acceptance, please send the signed copy of this offer letter to **Vignesh.sekar01@movate.com** within 2 business days from the date of receipt of this offer letter.

For Movate Technologies Private Limited



Padma Jayaraman

Associate Director, Campus and Institutional Alliances

Annexure 1 – Salary Working & Benefits

Annexure 2 – Documents to be Submitted

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with Movate, and that there are no other terms, expressed or implied except as otherwise stated in this offer letter. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with Movate. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Candidate Signature of Acceptance:

Date :

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

Annexure 1 - Salary Working

Name: KOTAPATI SATHYA SAI			
Designation :Trainee Engineer	Grade:	JL1B	
Guaranteed Compensation	Explanatory Notes	Monthly	Annual
Basic Pay	30% of TGC	5,960	71,520
House Rent Allowance	50% of Basic Pay	2,980	75,760
Statutory Bonus	As per the Act	1,192	54,304
Special Allowance*	Balancing Component	7,279	76,637
Statutory Component			
Provident Fund (Employer Contribution)	As per the Act	1,482	17,779
Total Guaranteed Compensation (TGC)		19,343	3,20,000
Variable Component			
Variable Performance Pay**			24,000
Gross Cost to Company (CTC)			3,20,000
Benefits			
Hospitalization Insurance for Self, Spouse & 2 Dependent children (GMC)			300,000
Group Personal Accidental Cover (GPA)			1,500,000
Group Term Life Insurance Cover (GTL)			1,500,000
Employee Direct Linked Insurance Cover (EDLI)			705,000
Gratuity as per prevailing rules			
Leave Encashment upon exit up to	45 days Basic		
Explanatory Notes			
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules			
Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution			
*Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.			
** All variable payments are eligible to be paid only if on rolls as on date of payment. VPP is payable on a monthly basis as per company policy.			

MOVATE TECHNOLOGIES PRIVATE LIMITED
(FORMERLY KNOWN AS CSS CORP PRIVATE LIMITED)
CIN: U72900TN2000PTC115034

Regd. Address: 6th Floor, Ambit IT Park, No. 32A & B, Ambit Road, Ambattur Industrial Estate, Chennai - 600058, Tamil Nadu, India Tel: +91 44 6632 2000; www.movate.com

Annexure 2**MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :**

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - 1) All Semester Mark Sheet (or) Consolidated Mark Sheet
 - 2) Provisional Certificate
 - 3) Degree Certificate
 - 4) Photocopies of Certifications if any
2. Recent Colour Photographs
 - 1) Passport size photographs – 4 Numbers for self
 - 2) Stamp size photographs – 2 Numbers for self
3. Personal details
 - 1) Copy of Valid Passport and Valid Visas (Not Mandatory)
 - 2) Copy of PAN Card
 - 3) Copy of Aadhar Card / Address proof
 - 4) Details of immediate family members (name and Date of birth) for Medical Insurance
4. Signed Copy of Appointment Letter



Dear VIVEKANANDAN D,

Congratulations! We are pleased to confirm you have been selected to work for **TRAINEE ENGINEER**. We are delighted to make you the following job offer.

The position we are offering is that of **TRAINEE ENGINEER** at a salary of Rs.3.6 LPA. This position reports to Mr. Gowtham, TEAM LEADER. Your working hours will be from 9.A.M to 5 P.M. This is a permanent position.

Benefits Information if relevant to the position:

- | | |
|-----------------------------------|--|
| Vacation | - After five years you are eligible for 1 week vacation. |
| Probation (or Provisional) Period | - One Year from the date of joining |
| Employee Benefits Include: | - MSP |
| | - Group Insurance |
| | - Short/Long Term Disability |
| | - Dental Care |
| | - Health care |

We would like you to start work on 16th April 2024 at 9 A.M. Please report to GENERAL MANAGER, Mr.Kalyan Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by before 16th April 2024 to indicate your acceptance of this offer.

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

Sincerely,

A handwritten signature in black ink that reads 'Kalyan Kumar'.

GENERAL MANAGER

OHMS TECH ENGINEERS

I accept the offer as outlined above.

(Name) _____

Date _____



Dear VIKRAM S,

Congratulations! We are pleased to confirm you have been selected to work for **TRAINEE ENGINEER**. We are delighted to make you the following job offer.

The position we are offering is that of **TRAINEE ENGINEER** at a salary of Rs.3.6 LPA. This position reports to Mr. Gowtham, TEAM LEADER. Your working hours will be from 9.A.M to 5 P.M. This is a permanent position.

Benefits Information if relevant to the position:

- | | |
|-----------------------------------|--|
| Vacation | - After five years you are eligible for 1 week vacation. |
| Probation (or Provisional) Period | - One Year from the date of joining |
| Employee Benefits Include: | - MSP |
| | - Group Insurance |
| | - Short/Long Term Disability |
| | - Dental Care |
| | - Health care |

We would like you to start work on 16th April 2024 at 9 A.M. Please report to GENERAL MANAGER, Mr.Kalyan Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by before 16th April 2024 to indicate your acceptance of this offer.

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

Sincerely,

A handwritten signature in black ink that reads 'Kalyan Kumar'.

GENERAL MANAGER

OHMS TECH ENGINEERS

I accept the offer as outlined above.

(Name) _____

Date _____



Dear KENITA BENE A,

Congratulations! We are pleased to confirm you have been selected to work for **TRAINEE ENGINEER**. We are delighted to make you the following job offer.

The position we are offering is that of **TRAINEE ENGINEER** at a salary of Rs.3.6 LPA. This position reports to Mr. Gowtham, TEAM LEADER. Your working hours will be from 9.A.M to 5 P.M. This is a permanent position.

Benefits Information if relevant to the position:

- | | |
|-----------------------------------|--|
| Vacation | - After five years you are eligible for 1 week vacation. |
| Probation (or Provisional) Period | - One Year from the date of joining |
| Employee Benefits Include: | - MSP |
| | - Group Insurance |
| | - Short/Long Term Disability |
| | - Dental Care |
| | - Health care |

We would like you to start work on 16th April 2024 at 9 A.M. Please report to GENERAL MANAGER, Mr.Kalyan Kumar for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by before 16th April 2024 to indicate your acceptance of this offer.

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

Sincerely,

A handwritten signature in black ink that reads 'Kalyan Kumar'.

GENERAL MANAGER

OHMS TECH ENGINEERS

I accept the offer as outlined above.

(Name) _____

Date _____

08-03-2024

Dear AKASH K ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear VENKATESAN S ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear SARAN S ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear HEMANTH T ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear JYOTHI KUMARI M ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

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08-03-2024

Dear RAGHURAM S ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear MANUSH ADITHYAN D M ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear GOMATHI M ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

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GENERAL MANGER

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08-03-2024

Dear DANUSH S ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

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

Your's Sincerely,



S. FATHIMA BEGUM
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08-03-2024

Dear PRABHU RANGANATH T R ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear KISHORE B ,

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- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear SRIRAM V ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

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08-03-2024

Dear GANGA DURAI K ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear DEEPIKA M ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear PRAVIN SAKTHI R ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear MAHNOOSH H ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

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08-03-2024

Dear VIMAL RAJ P ,

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08-03-2024

Dear PRAVEEN KUMAR V ,

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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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear SARANYA S ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

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08-03-2024

Dear BALAGAUTHAM V ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear KISHORE D ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

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GENERAL MANGER

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08-03-2024

Dear MADHAVRAJ R ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

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08-03-2024

Dear KARTHIKEYAN R ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

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08-03-2024

Dear PRADEEPAN M ,

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08-03-2024

Dear VAISHNAVI K ,

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Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear KAVIYA R ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear SURYA V ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

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8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

08-03-2024

Dear PRAVEEN KUMAR V ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

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- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
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08-03-2024

Dear KINGSLY ANBURAJ P ,

Congratulations! We are pleased to confirm that you have been selected to work for **PALANIAPPA ELECTRONICS**. We are delighted to make you the following job offer:

The position we are offering you is that of **SALES EXECUTIVE** with an annual cost to company of **2.45 LPA**.

We would like you to start work on **08-03-2024**. Please report to **S. FATHIMA BEGUM, GENERAL MANAGER** for documentation and orientation. If this date is not acceptable, please contact me immediately.

On joining, you will be invited to our HR tool (X Payroll) in which you may be required to upload your documents.

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

Your's Sincerely,



S. FATHIMA BEGUM
GENERAL MANGER

Annexure A

1. Posting and Transfer

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.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

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6. Responsibilities & Duties

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7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

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- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
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Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

Dear DINESH M

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

Benefits Information if relevant to the position:

- Vacation** - weeks per annum
- Probation (or Provisional) Period** - from (20/08/2024) to 20/08/2025)
- Employee Benefits Include:**
 - MSP
 - Group Insurance
 - Short/Long Term Disability
 - Dental Care
 - Health care

We would like you to start work on 20-08-2024 at 9.00 AM. Please report to **Sam Jordan General Manager of PEDAL START COMPANY** for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 15-08-2024 to indicate your acceptance of this offer.

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

Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear NAVEEN R

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear SRINIVAS S

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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

Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear NIRMAL KUMAR R

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear ABISHEKTHILLAI S

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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Please sign the enclosed copy of this letter and return it to me by 15-08-2024 to indicate your acceptance of this offer.

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

Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear STEPHEN AROCKIYA RAJ X

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear SUMATHI P

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear MOHANA SUNDAR

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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 - Health care

We would like you to start work on 20-08-2024 at 9.00 AM. Please report to **Sam Jordan General Manager of PEDAL START COMPANY** for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 15-08-2024 to indicate your acceptance of this offer.

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

Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear SURYA

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

Benefits Information if relevant to the position:

- Vacation** - weeks per annum
- Probation (or Provisional) Period** - from (20/08/2024) to 20/08/2025)
- Employee Benefits Include:**
 - MSP
 - Group Insurance
 - Short/Long Term Disability
 - Dental Care
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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear DEEPIKA K

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear RAJESH KANNA

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear DEEPAN CHAKARAVARTHI J

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

The position we are offering is that of **Full Stack Developer** at a salary/wage of **7.5 LPA**. This position reports to **Sam Jordan, General Manager of PEDAL START COMPANY**. Your working hours will be from **9.00 A.M to 5.30 P.M**. This is a permanent position.

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S. SAM JORDAN

GENERAL MANAGER

Dear VIGNESH D M

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear KRISHNA KUMAR R

Congratulations! We are pleased to confirm you have been selected to work for **PEDAL START COMPANY**. We are delighted to make you the following job offer.

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S. SAM JORDAN

GENERAL MANAGER

Dear MANISH D

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER

Dear PREM KUMAR S

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Your's Sincerely,



S. SAM JORDAN

GENERAL MANAGER



Date : 04-June-24

Name : SOUNDARY CHILLUKURI

Address : VELS UNIVERSITY ,Chennai

Dear SOUNDARY CHILLUKURI,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

9. Unauthorized Leave /Absence :

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter.

The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : VISHAL R

Address : VELS UNIVERSITY ,Chennai

Dear VISHAL R,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

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2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

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The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

You will be eligible for Group Mediclaim cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

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12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

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A list of documents to be submitted at the time of joining is given for your information.

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6. Copy of AADHAR card
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9. Nomination form 1 under the Payment of Wages Act.
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12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SUDEEP J

Address : VELS UNIVERSITY ,Chennai

Dear SUDEEP J,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter.

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mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
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10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : VIGNESH S

Address : VELS UNIVERSITY ,Chennai

Dear VIGNESH S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

You will be eligible for Group Mediclaim cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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13. Termination of Employment:

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2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SOWMEYA B

Address : VELS UNIVERSITY ,Chennai

Dear SOWMEYA B,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : DEEPAK KUMAR S

Address : VELS UNIVERSITY ,Chennai

Dear DEEPAK KUMAR S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SAHIL A

Address : VELS UNIVERSITY ,Chennai

Dear SAHIL A,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : ABDUL ABBAS M

Address : VELS UNIVERSITY ,Chennai

Dear ABDUL ABBAS M,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter.

The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : DHANAENDAN R

Address : VELS UNIVERSITY ,Chennai

Dear DHANAENDAN R,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

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4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : KISHORE K V

Address : VELS UNIVERSITY ,Chennai

Dear KISHORE K V,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : PANNER SELVAM A

Address : VELS UNIVERSITY ,Chennai

Dear PANNER SELVAM A,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

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Date : 04-June-24

Name : THIRUMURUGAN P

Address : VELS UNIVERSITY ,Chennai

Dear THIRUMURUGAN P,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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2. Your remuneration would be set as follows:

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3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

You will be eligible for Group Mediclaim cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

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2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

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The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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12. Declaration form if applicable under the ESIC Act.
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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : MOHAN BABU S

Address : VELS UNIVERSITY ,Chennai

Dear MOHAN BABU S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : AKSH P

Address : VELS UNIVERSITY ,Chennai

Dear AKSH P,

APPOINTMENT LETTER

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SANTHOSH M

Address : VELS UNIVERSITY ,Chennai

Dear SANTHOSH M,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

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Any other disclaimer as applicable.



Date : 04-June-24

Name : KARTHIKEYAN E

Address : VELS UNIVERSITY ,Chennai

Dear KARTHIKEYAN E,

APPOINTMENT LETTER

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You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

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The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
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13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SARAN RAJ S

Address : VELS UNIVERSITY ,Chennai

Dear SARAN RAJ S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

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3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

You will be eligible for Group Mediclaim cover of Rs. 2,00,000/- (self, spouse, and children)

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : KARTHICK N

Address : VELS UNIVERSITY ,Chennai

Dear KARTHICK N,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : ISHWARIYA S

Address : VELS UNIVERSITY ,Chennai

Dear ISHWARIYA S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

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Date : 04-June-24

Name : BALAJI S

Address : VELS UNIVERSITY ,Chennai

Dear BALAJI S,

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You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

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2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

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The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
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10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : ASHWIN KUMAR S

Address : VELS UNIVERSITY ,Chennai

Dear ASHWIN KUMAR S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

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3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

You will be eligible for Group Mediclaim cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : DIVAKAR R

Address : VELS UNIVERSITY ,Chennai

Dear DIVAKAR R,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : INDRESH NARAYANAN N

Address : VELS UNIVERSITY ,Chennai

Dear INDRESH NARAYANAN N,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

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I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
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Date : 04-June-24

Name : NIRANJANADEV I B

Address : VEL S UNIVERSITY ,Chennai

Dear NIRANJANADEV I B,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
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10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : ARUN KUMAR S

Address : VELS UNIVERSITY ,Chennai

Dear ARUN KUMAR S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

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2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : KAMESH S

Address : VELS UNIVERSITY ,Chennai

Dear KAMESH S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

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You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : PRAVEEN E

Address : VELS UNIVERSITY ,Chennai

Dear PRAVEEN E,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

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Any other disclaimer as applicable.



Date : 04-June-24

Name : RAMESH SRIMANNARAYANAN

Address : VELS UNIVERSITY ,Chennai

Dear RAMESH SRIMANNARAYANAN,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : KIRAN KUMAR S

Address : VELS UNIVERSITY ,Chennai

Dear KIRAN KUMAR S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.



4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

9. Unauthorized Leave /Absence :

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

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The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter.

The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Resignation letter acceptance
3. Relieving letter from previous employer
4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
6. Copy of AADHAR card
7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
9. Nomination form 1 under the Payment of Wages Act.
10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : NISHANTH K

Address : VELS UNIVERSITY ,Chennai

Dear NISHANTH K,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

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Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

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You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : KIRUTHIKA M R

Address : VELS UNIVERSITY ,Chennai

Dear KIRUTHIKA M R,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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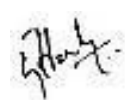
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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : STEPHEN GEOFFREY JOSE[H

Address : VELS UNIVERSITY ,Chennai

Dear STEPHEN GEOFFREY JOSE[H,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

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Date : 04-June-24

Name : LITHIESHWAR S

Address : VELS UNIVERSITY ,Chennai

Dear LITHIESHWAR S,

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Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

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3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.



4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

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2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

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The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

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A list of documents to be submitted at the time of joining is given for your information.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : DINESH KUMAR G

Address : VELS UNIVERSITY ,Chennai

Dear DINESH KUMAR G,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : GOWRAVH R

Address : VELS UNIVERSITY ,Chennai

Dear GOWRAVH R,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : VIMALAMEGANATHAN V

Address : VELS UNIVERSITY ,Chennai

Dear VIMALAMEGANATHAN V,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

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Date : 04-June-24

Name : CHARLES NITHIN

Address : VELS UNIVERSITY ,Chennai

Dear CHARLES NITHIN,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

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10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

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You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter.

The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

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4. Copies of educational qualification certificates
5. Copies of pay slips for last three months
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10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For **PROCHANT**

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : MOHAMED ASLAM M

Address : VELS UNIVERSITY ,Chennai

Dear MOHAMED ASLAM M,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

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3. Retirement / Statutory Benefits:

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The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.



4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SHIBANI S

Address : VELS UNIVERSITY ,Chennai

Dear SHIBANI S,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : DHANUSH J

Address : VELS UNIVERSITY ,Chennai

Dear DHANUSH J,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

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Date : 04-June-24

Name : AARTHI S

Address : VELS UNIVERSITY ,Chennai

Dear AARTHI S,

APPOINTMENT LETTER

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You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

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Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

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2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

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The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

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A list of documents to be submitted at the time of joining is given for your information.

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7. Copy of PAN Card.
8. Address Proof: Driving License /AADHAR Card / Election Card
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10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : MUKESH K

Address : VELS UNIVERSITY ,Chennai

Dear MUKESH K,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaime Benefit :

You will be eligible for Group Mediclaime cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

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Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SIVARAMVELPANDIAN L

Address : VELS UNIVERSITY ,Chennai

Dear SIVARAMVELPANDIAN L,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SOUNDEERRAJAN K

Address : VELS UNIVERSITY ,Chennai

Dear SOUNDEERRAJAN K,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

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Date : 04-June-24

Name : DEEPAK B

Address : VELS UNIVERSITY ,Chennai

Dear DEEPAK B,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

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The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter.

The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute. Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return It to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions

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A list of documents to be submitted at the time of joining is given for your information.

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10. Nomination Form 2 under the PF Act.
11. Form XI under the PF Act.
12. Declaration form if applicable under the ESIC Act.
13. 3 nos. Passport size photographs.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

A handwritten signature in black ink, appearing to read "Tej Hans Raj Singh".

Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : SIVARAJ G

Address : VELS UNIVERSITY ,Chennai

Dear SIVARAJ G,

APPOINTMENT LETTER

We are pleased to appoint you in our organization as **Process Executive** in the **PROCHANT INDIA PRIVATE LIMITED** subject to the following terms and conditions:

1. You are required to join our organization on or before **11-June-24** and your place of work shall presently be at **CHENNAI**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by **Prochant India private Limited**.

Also, you are supposed to clear all stipulated/mandatory training program assigned to you within stipulated time period failing which your engagement under this Appointment letter will come to an end with immediate effect without any liability except legitimate dues.

2. Your remuneration would be set as follows:

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

The retirement age is fixed as 60 years. You will accordingly stand relieved from the services on the last day of the month of attaining this age based on the Age certificate furnished by you at the time of joining.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Mediclaim Benefit :

You will be eligible for Group Mediclaim cover of Rs. 2,00,000/- (self, spouse, and children)

6. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

7. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

8. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

9. Unauthorized Leave /Absence :

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

10. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

11. Notice Period:

During the Probation period either party can terminate the services by giving 7 days' notice or Basic salary

in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing **15 days'** notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and
4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

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We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



Date : 04-June-24

Name : RITHIK GANDHI C

Address : VELS UNIVERSITY ,Chennai

Dear RITHIK GANDHI C,

APPOINTMENT LETTER

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With warm regards,

For PROCHANT

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Tej Hans Raj Singh

Deputy CEO: Prochant India Private Limited

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.
Any other disclaimer as applicable.



S10 Healthcare Solutions Ltd.

No 21 Race course road

Guindy, Chennai 600 032.

Tamil Nadu, India.

T: +9144 40510 510

www.s10health.com

RAJMOHAN T K
Chennai

13th May 2024

OFFER LETTER

With reference to your application for employment and subsequent interface you had with us, we are pleased to offer you a position as “**Health Information Analyst**” and salary would be Rs:2,05,000 Per annum /-

In Addition to the above stipend, **Variable pay of Rs: 3000** will be paid every month. (On Deployment)

You are required to join us on or before **13th May 2024**. You are requested to bring with you the following documents at the time of joining your duties.

1. Four passport size photographs
2. Copies of educational/professional qualifications and experience certificates.
3. Copies of Id proof/Address proof.
4. Any Two references (Family or Friends)

We trust that your knowledge, skills and experience will be among our most valuable assets.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

Thanking you,

A handwritten signature in black ink, appearing to read 'M. Anand', written over a light blue horizontal line.

M.Anand
Human Resources



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POONKUNDRAN C
Chennai

13th May 2024

OFFER LETTER

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M.Anand
Human Resources



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PAVITHRA A
Chennai

13th May 2024

OFFER LETTER

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M.Anand
Human Resources



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ABIRAMI S
Chennai

13th May 2024

OFFER LETTER

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M.Anand
Human Resources



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MADHUMITHA A N
Chennai

13th May 2024

OFFER LETTER

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M.Anand
Human Resources



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RAHUL B PILLAI
Chennai

13th May 2024

OFFER LETTER

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M. Anand
Human Resources



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SAKTHI BALA E
Chennai

13th May 2024

OFFER LETTER

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M.Anand
Human Resources



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HARIHARAN J
Chennai

13th May 2024

OFFER LETTER

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Human Resources



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SANGEETH V
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13th May 2024

OFFER LETTER

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SUDHER KRISHNA
Chennai

13th May 2024

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Chennai

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VISALI GAYATHRIE
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Thanking you,



M.Anand
Human Resources

S10 Healthcare Solutions Ltd.

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T: +9144 40510 510

www.s10health.com

KANISH D
Chennai

13th May 2024

OFFER LETTER

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BALAJI K
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RUTHRAKOTTI K
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HARISHINI S
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SRIRAM K
Chennai

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SHIVANI S
Chennai

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Chennai

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Sales and Marketing – Graduate Engineer Trainee – GET

The Post Graduate Science Trainee Profile, gives an opportunity to understand the full business dynamics right from identifying customer need to product and finally revenue generation for the organization. This profile provides an exposure to various industrial customers and their products & applications. This role also gives an opportunity to hone several management skills and prepares the individual for challenging business leadership roles.

Business for which we are recruiting – Performance Plastics

Position: Sales Engineer – Bioprocess Solutions, Performance Plastics Business

Location: Initial location will be Bangalore. Final location will be allotted based on requirement.

Dear NANDYALA TEJA LINGESWARA REDDY

Congratulations! We are pleased to confirm that you have been selected to work for **SAINT GOBAIN**. We are delighted to make you the following job offer.

The position we are offering you is that of with an annual salary **5.25 LPA**. This position reports to S. PAUL [HR MANAGER]

Your working hours will be from 9 AM to 6 PM.

Job Responsibilities:

1. Sales Management

- Responsible for achieving assigned targets monthly, quarterly and yearly.
- Ensure effective implementation of Sales and Marketing strategies
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- **Receivables Management**

- Collection of Payments as per agreed terms

2. New Business development

- Expansion of business in uncovered / new territories within the assigned region
- Generate Sales from new products / new applications.

3. Interfacing and coordinating with other functions (Operations, HR, Finance, etc.) to meet business objectives

- Coordinate with Application, Marketing, Operations and CSD departments to provide timely support to customers

Technical Competencies:

- Knowledge of Biotech and Pharmaceutical process.
- Selling Skills
- Life science Industry Knowledge
- Networking
- Team Working
- Result Focused

Behavioral Competencies:

- Result Focus
- Team Work
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We are confident you will be able to make a significant contribution to the success of our **SAINT- GOBAIN** and look forward to working with you

Your's Sincerely,



S.PAUL
[HR MANAGER]



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Business for which we are recruiting – Performance Plastics

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Dear PRAVEEN D G

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Dear YUVARAJ P

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Dear SIBI SIDHARTH

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- Collection of Payments as per agreed terms

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Technical Competencies:

- Knowledge of Biotech and Pharmaceutical process.
- Selling Skills
- Life science Industry Knowledge
- Networking
- Team Working
- Result Focused

Behavioral Competencies:

- Result Focus
- Team Work
- Customer Focus
- Networking
- Initiative and Risk Taking
- Listening and Communication skills

We are confident you will be able to make a significant contribution to the success of our **SAINT- GOBAIN** and look forward to working with you

Your's Sincerely,



S.PAUL

[HR MANAGER]



The Campus Management Trainee Program

Sales and Marketing – Post Graduate Engineer Trainee – PGET

The Post Graduate Engineer Trainee Profile, gives an opportunity to understand the full business dynamics right from identifying customer need to product and finally revenue generation for the organization. This profile provides an exposure to various industrial customers and their products & applications. This role also gives an opportunity to hone several management skills and prepares the individual for challenging business leadership roles.

Business for which we are recruiting – Performance Plastics

Position: Sales Engineer – Bioprocess Solutions, Performance Plastics Business

Location: Initial location will be Bangalore. Final location will be allotted based on requirement.

Dear PAVITHRA SHARON P

Congratulations! We are pleased to confirm that you have been selected to work for **SAINT COBAIN**. We are delighted to make you the following job offer.

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Dear ARUN S

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Dear UMANATH E

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Dear MOHAMMAD NAZAL

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Dear GAYANA JAYA SELIA A

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Dear SANDRA VARGHESE

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Dear YOKESH A

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Dear SELVAHARIHARAN R

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Dear MANIKANDAN

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Dear MUTHAMIZH CHEZHIYAN M P V

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Dear JAY GOUTHAMAN R

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Dear SURESH J

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We are confident you will be able to make a significant contribution to the success of our **SAINT- GOBAIN** and look forward to working with you

Your's Sincerely,



S.PAUL

[HR MANAGER]



The Campus Management Trainee Program

Sales and Marketing – Post Graduate Engineer Trainee – PGET

The Post Graduate Science Trainee Profile, gives an opportunity to understand the full business dynamics right from identifying customer need to product and finally revenue generation for the organization. This profile provides an exposure to various industrial customers and their products & applications. This role also gives an opportunity to hone several management skills and prepares the individual for challenging business leadership roles.

Business for which we are recruiting – Performance Plastics

Position: Sales Engineer – Bioprocess Solutions, Performance Plastics Business

Location: Initial location will be Bangalore. Final location will be allotted based on requirement.

Dear RAJESH KUMAR D V

Congratulations! We are pleased to confirm that you have been selected to work for **SAINT COBAIN**. We are delighted to make you the following job offer.

The position we are offering you is that of with an annual salary **6.1 LPA**. This position reports to S. PAUL [HR MANAGER]

Your working hours will be from 9 AM to 6 PM.

Job Responsibilities:

1. Sales Management

- Responsible for achieving assigned targets monthly, quarterly and yearly.
- Ensure effective implementation of Sales and Marketing strategies
- Submission of forecast (Sales Plans, Inventory Management & NOD) monthly, quarterly and yearly
- **Customer Management and Key Account Management**
 - Propose retention and/or expansion of existing & new customers based on business & market requirements at appropriate time
- **Distribution Management**
 - Propose retention and/or expansion of existing & new distributors based on business & market requirements at appropriate time

- **Receivables Management**

- Collection of Payments as per agreed terms

2. New Business development

- Expansion of business in uncovered / new territories within the assigned region
- Generate Sales from new products / new applications.

3. Interfacing and coordinating with other functions (Operations, HR, Finance, etc.) to meet business objectives

- Coordinate with Application, Marketing, Operations and CSD departments to provide timely support to customers

Technical Competencies:

- Knowledge of Biotech and Pharmaceutical process.
- Selling Skills
- Life science Industry Knowledge
- Networking
- Team Working
- Result Focused

Behavioral Competencies:

- Result Focus
- Team Work
- Customer Focus
- Networking
- Initiative and Risk Taking
- Listening and Communication skills

We are confident you will be able to make a significant contribution to the success of our **SAINT- GOBAIN** and look forward to working with you

Your's Sincerely,



S.PAUL

[HR MANAGER]



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Sales and Marketing – Post Graduate Engineer Trainee – PGET

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Business for which we are recruiting – Performance Plastics

Position: Sales Engineer – Bioprocess Solutions, Performance Plastics Business

Location: Initial location will be Bangalore. Final location will be allotted based on requirement.

Dear SRINIVASAN R

Congratulations! We are pleased to confirm that you have been selected to work for **SAINT COBAIN**. We are delighted to make you the following job offer.

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Your working hours will be from 9 AM to 6 PM.

Job Responsibilities:

1. Sales Management

- Responsible for achieving assigned targets monthly, quarterly and yearly.
- Ensure effective implementation of Sales and Marketing strategies
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- Selling Skills
- Life science Industry Knowledge
- Networking
- Team Working
- Result Focused

Behavioral Competencies:

- Result Focus
- Team Work
- Customer Focus
- Networking
- Initiative and Risk Taking
- Listening and Communication skills

We are confident you will be able to make a significant contribution to the success of our **SAINT- GOBAIN** and look forward to working with you

Your's Sincerely,



S.PAUL

[HR MANAGER]



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Tamil Nadu, India

E-Mail : info@tsvglobal.com
Ph : +044 4867 9355

Date: 27-03-2024

SIVANESH CHINNAIAH N
VELS UNIVERSITY

Dear SIVANESH CHINNAIAH N

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

Upon successfully completing the internship, the candidate will transition to full-time employment in the relevant department (to be finalized at the end of the internship through mutual discussion) with a Consolidated Total Compensation / Cost to Company (CTC) of Rs. 240,000 per annum. The selected candidate has to agree to serve in the company for a minimum period of three years. If the selected candidate decides to terminate their employment relationship with the company without completing the said three-year period, they are required to reimburse the said training costs incurred by the company, amounting to Rs. 100,000.

These terms are designed to ensure a mutually beneficial and committed association between the said candidate and the company.

Salary:

Your Annual Cost to Company (CTC) will be **CTC ₹ 3,00,000** (Rupees CTC Three Lakh). Please refer to Annexure – II for a detailed breakup of your salary compensation.

Probation / Confirmation:

Employee will be on probation for a period of six months from the date of joining. On satisfactory completion of your probation period and performance, your services will be confirmed in our organization.



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Notice Period:

As per the policy of the company, a notice of **60 days** period or one month's salary in lieu of such notice period as decided by the management should be given for resignation from the employee's side and in case of any misconduct immediate termination.

Place / Transfer:

Your designated place of work will be at **Chennai**. However, during the service, Employee may be posted / transferred / deputed any place to serve on any of the Company's Projects, work locations or any other establishment in India or outside, at the sole discretion of the Management, after due consultation with Employee. If the management decides to relocate Employee, it will provide Employee with (extra compensation, shifting allowance, TA / DA, etc. during such stay in that place). Employee would need to report to the HR Manager on the DOJ. Employee would need to adhere to all other terms and conditions, policies, procedures, rules and regulations as framed by the company currently in force or as amended from time to time. The terms and conditions of your services are detailed in Annexure I, which is a part of this offer letter.

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We welcome Employee to our **TSV Global Solutions Pvt Ltd** family and look forward to mutually beneficial association. A formal appointment order will be provided after joining the service and successfully completing all joining formalities.

Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



TSV GLOBAL SOLUTIONS PVT LTD



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Tamil Nadu, India

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Date: 27-03-2024

KISHORE KUMAR S
VELS UNIVERSITY

Dear KISHORE KUMAR S

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

Upon successfully completing the internship, the candidate will transition to full-time employment in the relevant department (to be finalized at the end of the internship through mutual discussion) with a Consolidated Total Compensation / Cost to Company (CTC) of Rs. 240,000 per annum. The selected candidate has to agree to serve in the company for a minimum period of three years. If the selected candidate decides to terminate their employment relationship with the company without completing the said three-year period, they are required to reimburse the said training costs incurred by the company, amounting to Rs. 100,000.

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Salary:

Your Annual Cost to Company (CTC) will be **CTC ₹ 3,00,000** (Rupees CTC Three Lakh). Please refer to Annexure – II for a detailed breakup of your salary compensation.

Probation / Confirmation:

Employee will be on probation for a period of six months from the date of joining. On satisfactory completion of your probation period and performance, your services will be confirmed in our organization.



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We welcome Employee to our **TSV Global Solutions Pvt Ltd** family and look forward to mutually beneficial association. A formal appointment order will be provided after joining the service and successfully completing all joining formalities.

Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Tamil Nadu, India

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Date: 27-03-2024

DINESH H
VELS UNIVERSITY

Dear DINESH H

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

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These terms are designed to ensure a mutually beneficial and committed association between the said candidate and the company.

Salary:

Your Annual Cost to Company (CTC) will be **CTC ₹ 3,00,000** (Rupees CTC Three Lakh). Please refer to Annexure – II for a detailed breakup of your salary compensation.

Probation / Confirmation:

Employee will be on probation for a period of six months from the date of joining. On satisfactory completion of your probation period and performance, your services will be confirmed in our organization.



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Notice Period:

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Place / Transfer:

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We welcome Employee to our **TSV Global Solutions Pvt Ltd** family and look forward to mutually beneficial association. A formal appointment order will be provided after joining the service and successfully completing all joining formalities.

Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Tamil Nadu, India

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Date: 27-03-2024

VIJAS MAJIN V
VELS UNIVERSITY

Dear VIJAS MAJIN V

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

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Salary:

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Probation / Confirmation:

Employee will be on probation for a period of six months from the date of joining. On satisfactory completion of your probation period and performance, your services will be confirmed in our organization.



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Notice Period:

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Date: 27-03-2024

AARTHYSREE B A
VELS UNIVERSITY

Dear AARTHYSREE B A

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



TSV GLOBAL SOLUTIONS PVT LTD



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Tamil Nadu, India**

E-Mail : info@tsvglobal.com

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Date: 27-03-2024

PRIYA R
VELS UNIVERSITY

Dear PRIYA R

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

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Salary:

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Probation / Confirmation:

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Tamil Nadu, India

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Date: 27-03-2024

ARUN PRAKASH V
VELS UNIVERSITY

Dear ARUN PRAKASH V

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



TSV GLOBAL SOLUTIONS PVT LTD



No.101, Ground Floor, NSIC STBP,
Industrial Estate, B24, Guindy,
Ekkaduthangal, Chennai - 600 032.
Tamil Nadu, India

E-Mail : info@tsvglobal.com
Ph : +044 4867 9355

Date: 27-03-2024

SIVABALAN M
VELS UNIVERSITY

Dear SIVABALAN M

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

The selected candidate will undergo a comprehensive three-month paid internship program with a monthly stipend of Rs. 10000. This internship will include specialized training in accordance with the company's policies that would be aligned with the Logistics industry and considered valuable for a fruitful career in the industry. For this, the company would be deploying time, effort, and resources towards this training, which the company estimates to be around Rs.100,000 for the training period of three months.

Upon successfully completing the internship, the candidate will transition to full-time employment in the relevant department (to be finalized at the end of the internship through mutual discussion) with a Consolidated Total Compensation / Cost to Company (CTC) of Rs. 240,000 per annum. The selected candidate has to agree to serve in the company for a minimum period of three years. If the selected candidate decides to terminate their employment relationship with the company without completing the said three-year period, they are required to reimburse the said training costs incurred by the company, amounting to Rs. 100,000.

These terms are designed to ensure a mutually beneficial and committed association between the said candidate and the company.

Salary:

Your Annual Cost to Company (CTC) will be **CTC ₹ 3,00,000** (Rupees CTC Three Lakh). Please refer to Annexure – II for a detailed breakup of your salary compensation.

Probation / Confirmation:

Employee will be on probation for a period of six months from the date of joining. On satisfactory completion of your probation period and performance, your services will be confirmed in our organization.



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Place / Transfer:

Your designated place of work will be at **Chennai**. However, during the service, Employee may be posted / transferred / deputed any place to serve on any of the Company's Projects, work locations or any other establishment in India or outside, at the sole discretion of the Management, after due consultation with Employee. If the management decides to relocate Employee, it will provide Employee with (extra compensation, shifting allowance, TA / DA, etc. during such stay in that place). Employee would need to report to the HR Manager on the DOJ. Employee would need to adhere to all other terms and conditions, policies, procedures, rules and regulations as framed by the company currently in force or as amended from time to time. The terms and conditions of your services are detailed in Annexure I, which is a part of this offer letter.

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We welcome Employee to our **TSV Global Solutions Pvt Ltd** family and look forward to mutually beneficial association. A formal appointment order will be provided after joining the service and successfully completing all joining formalities.

Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Date: 27-03-2024

PRASANTH V
VELS UNIVERSITY

Dear PRASANTH V

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

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Salary:

Your Annual Cost to Company (CTC) will be **CTC ₹ 3,00,000** (Rupees CTC Three Lakh). Please refer to Annexure – II for a detailed breakup of your salary compensation.

Probation / Confirmation:

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Date: 27-03-2024

THANISHA S
VELS UNIVERSITY

Dear THANISHA S

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

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Salary:

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Probation / Confirmation:

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Date: 27-03-2024

SAIRAGUL R
VELS UNIVERSITY

Dear SAIRAGUL R

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

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Probation / Confirmation:

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Date: 27-03-2024

SARVESH R
VELS UNIVERSITY

Dear SARVESH R

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa



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Ekkaduthangal, Chennai - 600 032.
Tamil Nadu, India

E-Mail : info@tsvglobal.com

Ph : +044 4867 9355

Date: 27-03-2024

VAISHNAV J
VELS UNIVERSITY

Dear VAISHNAV J

With reference to your application and subsequent interview with us, we are pleased to offer Employee the position of **SALES MANAGEMENT TRAINEE** in our organization and your tentative Date of Joining (DOJ) will be 27-03-2024.

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Regards,

For TSV Global Solutions Pvt Ltd

Director

Mrs. Deepa

A.SIBI SARAN
D-Block, Saradha nagar,
Tambaram Sanatorium.

22-05-2024

Sub: Offer for the position of Graduate Engineer Trainee.

We are very much pleased to offer you the position of **Graduate Engineer Trainee** with Wilson Power And Distribution Technologies Pvt. Ltd based at Orakkadu, Sholavaram, Chennai- 600067.

Your, annual CTC will be INR 3,00,000 + Family health Insurance of 1 Lakhs, Salary Structure shall be provided to you along with Appointment Order at the time of joining.

Please join us on or before 1st of July 2024 without fail. Please acknowledge the receipt of this offer letter.

For Wilson Power And Distribution Technologies Private Limited,


K Kalillulah
General Manager – HR & Admin



Wilson Power And Distribution Technologies Private Limited

Survey No. 9/2B, 10/1A, 10/2A, Orakkadu,
Sholavaram, Chennai - 600067, India.

M : +91 7824898575

E : bharathi@wilsonpowersolutions.co.in

CIN : U31200TN2006PTC059127

WWW.WILSONPOWERSOLUTIONS.CO.IN



1. Pre – Joining Process:

Send the acceptance of the offer i.e., the signed duplicate of this letter at the earliest. If you have any questions, or if you need to change your actual date of joining, kindly contact HR Department.

2. Joining Day Process:

At the time of joining, you are required to bring the ORIGINALS AND PHOTOCOPIES of the following certificates and documents mentioned below.

1. Degree/Provisional/Course Completion Certificate/ consolidated mark sheet of College /University Qualification
2. Relieving letter (Original) & Experience certificate from the previous organization (Compulsory)
3. Statement of income last drawn, preferably with a break-up.
4. Copy of Passport (If you have).
5. Aadhaar , Pan card & Bank details copies (necessary).
6. Three passport size color glossy photographs of self
7. Date of birth of dependent's document to support for ESI/Health Insurance.
8. Please also provide your existing PF & ESI number (If have)

3. Reporting time and Venue

You are required to report by **08.30 am** at the address mentioned below:

Wilson Power & Distribution Technologies Pvt Limited.

Orakkadu Village & Post, Sholavaram, Chennai - 600067, India.

Contact Person: Venkatesh D

Contact Number: +91 9176494639

Wilson Power And Distribution Technologies Private Limited
Survey No. 9/2B, 10/1A, 10/2A, Orakkadu,
Sholavaram, Chennai 600067. India

M: +91 7824898575

E: bharathi@wilsonpowersolutions.co.in

CIN: U3200TN2006PTC05927

WILSONPONESOLUTIONS.CO.IN

AGASH RAAJA ARA
No: 34th Casa Grand
Apartment,
East Mambalam.

22-05-2024

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Contact Person: Venkatesh D

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E: bharathi@wilsonpowersolutions.co.in

CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

Santhosh V
No: 14th Ambedkhar Nagar,
near marutam apartment,
Guduvanchery.

22-05-2024


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WILSONPONERSOLUTIONS.CO.IN

B Lalith Kishore
No: 123 A/67 Chandran Nagar
Paddapai.

22-05-2024

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Please join us on or before 1st of July 2024 without fail. Please acknowledge the receipt of this offer letter.

For Wilson Power And Distribution Technologies Private Limited,


K Kalillulah
General Manager – HR & Admin



Wilson Power And Distribution Technologies Private Limited

Survey No. 9/2B, 10/1A, 10/2A, Orakkadu,
Sholavaram, Chennai - 600067, India.

M : +91 7824898575

E : bharathi@wilsonpowersolutions.co.in

CIN : U31200TN2006PTC059127

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8. Please also provide your existing PF & ESI number (If have)

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You are required to report by **08.30 am** at the address mentioned below:

Wilson Power & Distribution Technologies Pvt Limited.

Orakkadu Village & Post, Sholavaram, Chennai - 600067, India.

Contact Person: Venkatesh D

Contact Number: +91 9176494639

Wilson Power And Distribution Technologies Private Limited
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D. Tharun Kumar
6th A Colony,
Chrompet.

22-05-2024

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CIN: U3200TN2006PTC05927

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Hariharan
No: 67th singarathootam street,
Near chandran Nagar,
Vandalur.

22-05-2024

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Harish A
No: 2, Nehru Nagar,
Saidapet.

22-05-2024

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CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

Janarthanan S
No:123b/16 sai street,
Opposite to HP Gas company,
Meddavakkam.

22-05-2024

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WILSONPONERSOLUTIONS.CO.IN

Jothish S
No:23, Marutam Nagar,
Guduvancherry.

22-05-2024


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WILSONPONESOLUTIONS.CO.IN

Karthik R
No: 345A/51,B- block, maruthi
Nagar,
Perungalathur.

22-05-2024


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WILSONPONERSOLUTIONS.CO.IN

M. Thamesh,
D-Block, Shri ram Apartment,
Tambaram.

22-05-2024

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Manikandan M
No:14th Balaji Avenue,
rangarajan street,
Perungalathur

22-05-2024

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WILSONPONERSOLUTIONS.CO.IN

Magudeswaran M
Near 45th cross street,
saravanan colony,
Tambaram.

22-05-2024

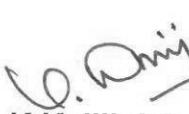
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WILSONPONESOLUTIONS.CO.IN

Mohammed fazil
No:17th TTK road,
Saidapet.

22-05-2024


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Sholavaram, Chennai 600067. India

M: +91 7824898575

E: bharathi@wilsonpowersolutions.co.in

CIN: U3200TN2006PTC05927

WILSONPONESOLUTIONS.CO.IN

Pushparaj V
No: 34th Vasanth colony,
West Mambalam.

22-05-2024

Sub: Offer for the position of Graduate Engineer Trainee.

We are very much pleased to offer you the position of **Graduate Engineer Trainee** with Wilson Power And Distribution Technologies Pvt. Ltd based at Orakkadu, Sholavaram, Chennai- 600067.

Your, annual CTC will be INR 3,00,000 + Family health Insurance of 1 Lakhs, Salary Structure shall be provided to you along with Appointment Order at the time of joining.

Please join us on or before 1st of July 2024 without fail. Please acknowledge the receipt of this offer letter.

For Wilson Power And Distribution Technologies Private Limited,


K Kalillulah
General Manager – HR & Admin



Wilson Power And Distribution Technologies Private Limited

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5. Aadhaar , Pan card & Bank details copies (necessary).
6. Three passport size color glossy photographs of self
7. Date of birth of dependent's document to support for ESI/Health Insurance.
8. Please also provide your existing PF & ESI number (If have)

3. Reporting time and Venue

You are required to report by **08.30 am** at the address mentioned below:

Wilson Power & Distribution Technologies Pvt Limited.

Orakkadu Village & Post, Sholavaram, Chennai - 600067, India.

Contact Person: Venkatesh D

Contact Number: +91 9176494639

Wilson Power And Distribution Technologies Private Limited
Survey No. 9/2B, 10/1A, 10/2A, Orakkadu,
Sholavaram, Chennai 600067. India

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E: bharathi@wilsonpowersolutions.co.in

CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

Rajeesh Beuno S.B
No:23, Radha Nagar,
Chrompet.

22-05-2024

Sub: Offer for the position of Graduate Engineer Trainee.

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Contact Number: +91 9176494639

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M: +91 7824898575

E: bharathi@wilsonpowersolutions.co.in

CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

R Sanjay
No:16 vaitheeswaran road ,
Opposite to grand mall
Nungambakkam.

22-05-2024

Sub: Offer for the position of Graduate Engineer Trainee.

We are very much pleased to offer you the position of **Graduate Engineer Trainee** with Wilson Power And Distribution Technologies Pvt. Ltd based at Orakkadu, Sholavaram, Chennai- 600067.

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For Wilson Power And Distribution Technologies Private Limited,


K Kalillulah
General Manager – HR & Admin



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CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

R SRIHARI
No: 16th Seturaman Nagar,
Near Lotte factory,
Tambaram

22-05-2024

Sub: Offer for the position of Graduate Engineer Trainee.

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General Manager – HR & Admin



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M: +91 7824898575

E: bharathi@wilsonpowersolutions.co.in

CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

Santhosh V
No: 14th Ambedkhar Nagar,
near marutam apartment,
Guduvanchery.

22-05-2024

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Srinath S
No:14th cross street,
rajamanikkam nagar
Padappai.

22-05-2024


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CIN: U3200TN2006PTC05927

WILSONPONERSOLUTIONS.CO.IN

Sudeesh Babu Kota
No: 10th floor Casa Grand Apt,
Opposite to Mulai Garden,
Saidapet.

22-05-2024

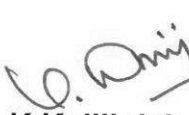
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General Manager – HR & Admin

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Yellalu Arif Hussain
No:34th Balaji Nagar ,
Pallavaram.

22-05-2024


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WILSONPONERSOLUTIONS.CO.IN



Date: 28-08-2024

Dear BALAJI A ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
 2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
 3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.
-



4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) month's notice or payment in lieu of notice.
5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) months' notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) months' prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.
6. You are required to be compliant with the policies of **KAAR TECHNOLOGIES** at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **23rd August 2024**. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **28th August 2024**, subject to your passing such medical tests as may be prescribed by the Company, successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case may be, should the results of your background verification be negative.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
 - Academic certificates. 10th, +2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
-



- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start date in this position on or before **28th August 2024**. Please note that in the event that we do not receive your acceptance of this offer on or before **23th August 2024** this offer shall be automatically be deemed as cancelled without notice and cease to be effective

Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini" with a flourish at the end.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear JANARTHANAN K ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
 2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
 3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.
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5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) months' notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) months' prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.
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At the time of reporting for duty, please furnish the documents

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 - Academic certificates. 10th, +2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
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- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start date in this position on or before **28th August 2024**. Please note that in the event that we do not receive your acceptance of this offer on or before **23th August 2024** this offer shall be automatically be deemed as cancelled without notice and cease to be effective

Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear JENIFER J ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
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 3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.
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4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) month's notice or payment in lieu of notice.
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6. You are required to be compliant with the policies of **KAAR TECHNOLOGIES** at all times, which will be shared with you at the time of joining.

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Your start date with us will be **28th August 2024**, subject to your passing such medical tests as may be prescribed by the Company, successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case may be, should the results of your background verification be negative.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini Padmanabhan", written in a cursive style.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear PRADEESHA R ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear ABINAYA B S ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear SENTHAMIZHSELVAN D ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear NIVEDHITA K ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini" with a flourish at the end.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear HARIPRASANTH V ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink that reads "Nandhini" with a flourish at the end.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear SANTHOSH SIVAM G ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini Padmanabhan", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear BARATH B ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
 2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
 3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.
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4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) month's notice or payment in lieu of notice.
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6. You are required to be compliant with the policies of **KAAR TECHNOLOGIES** at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **23rd August 2024**. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **28th August 2024**, subject to your passing such medical tests as may be prescribed by the Company, successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case may be, should the results of your background verification be negative.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
 - Academic certificates. 10th, +2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
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- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start date in this position on or before **28th August 2024**. Please note that in the event that we do not receive your acceptance of this offer on or before **23th August 2024** this offer shall be automatically be deemed as cancelled without notice and cease to be effective

Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear JENIFER P ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini Padmanabhan", written in a cursive style.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear SANTHOSH R ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear ATSHAYA P ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink that reads "Nandhini" with a stylized flourish at the end.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear SANTHOSH KUMAR V ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear DINESH M ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini", with a horizontal line underneath the name.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear SANJAY R ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini Padmanabhan", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear SUBASH B ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) month's notice or payment in lieu of notice.
5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) months' notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) months' prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.
6. You are required to be compliant with the policies of **KAAR TECHNOLOGIES** at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **23rd August 2024**. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **28th August 2024**, subject to your passing such medical tests as may be prescribed by the Company, successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case may be, should the results of your background verification be negative.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
 - Academic certificates. 10th, +2, Graduation – (Provisional Certificate, Individual /Consolidated Marksheet and Degree Certificate)
-



- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start date in this position on or before **28th August 2024**. Please note that in the event that we do not receive your acceptance of this offer on or before **23th August 2024** this offer shall be automatically be deemed as cancelled without notice and cease to be effective

Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, reading "Nandhini Padmanabhan", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear HARI KISHORE R ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

In addition to the Compensation stated above you will be eligible to benefits, such as Insurance – GTL, GPA and GMC, Gratuity, etc. Details of the benefits are available in the offer annexure.

Other terms and conditions:

1. You are required to sign a Non-Disclosure Agreement, which will be shared with you at the time of joining. You will be required to be confidential about the information that you may access with regard to the Company.
 2. You will be expected to perform such duties as assigned to you from time to time. Your immediate assignment will be intimated to you on your joining the service. It is emphasised that a very high level of efficiency, devotion to duty, integrity, secrecy and exemplary conduct are expected of you.
 3. During your tenure of service with the Company, you will be required to devote your time and attention to the Company's work, and will not be permitted to directly or indirectly engage in any other trade, business, occupation or employment.
-



4. Probation: You will be on probation for a period of 6 months from the date of your joining service. Your performance will be reviewed at the end of the probation period, post which if found satisfactory, your services will be confirmed in writing. It should be noted that unless your services are confirmed in writing, it would be presumed that you continue to be on probation. During this probation period, the Company will reserve the right to terminate your appointment at any time by giving 1 (one) month's notice or payment in lieu of notice.
5. Notwithstanding anything stated above, upon your confirmation, the Company will reserve the right to terminate your appointment at any time by giving 2 (two) months' notice or payment in lieu of notice. In case you desire to leave the service of the company at any time, you are required to give 2 (two) months' prior notice. Your resignation will be effective when the Company accepts the same. You shall not have the option to withdraw your resignation after it is accepted.
6. You are required to be compliant with the policies of **KAAR TECHNOLOGIES** at all times, which will be shared with you at the time of joining.

This offer is not intended to create a contract of employment for an indefinite period of time and is valid until **23rd August 2024**. Your signature on the bottom of this letter serves as your written acceptance of the stated offer.

Your start date with us will be **28th August 2024**, subject to your passing such medical tests as may be prescribed by the Company, successful completion of your current graduation, verification of your records and completion of the background check. This background verification will be done by a third party and will be initiated upon offer acceptance. The Company reserves the right to invalidate offer/end your employment as the case may be, should the results of your background verification be negative.

Please note that upon your unqualified acceptance of this letter of offer, you will be issued a formal employment/appointment letter, which shall contain the detailed terms and conditions of your employment with the Company, and which shall constitute the entire agreement between you and the Company and shall supersede all prior understandings, agreements or arrangements between you and the Company with regard to your employment with the Company.

At the time of reporting for duty, please furnish the documents

- Proof of Age (Birth certificate / School leaving certificate)
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- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
- Any merit / technical certificates and Recent Passport size photographs – 4 Nos.

We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start date in this position on or before **28th August 2024**. Please note that in the event that we do not receive your acceptance of this offer on or before **23th August 2024** this offer shall be automatically be deemed as cancelled without notice and cease to be effective

Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink, appearing to read "Nandhini", written diagonally across the page.

Nandhini Padmanabhan
Assistant Vice President – Human Resources



Date: 28-08-2024

Dear KALEEL RAHMAN J ,

We are pleased to confirm our offer for the position of **Trainee- Executive Assistant** with **KAAR TECHNOLOGIES**. Your work location will be Chennai, India.

Your compensation in this position will be **INR 4,00,000/-** per annum excluding other benefits. This salary will be reviewed periodically for possible periodic adjustments based on competitive practice and personal performance. The Company will deduct amounts for TDS (Tax Deduction at Source), PF (Provident Fund), Employee State Insurance and all other statutory deductions, as may be applicable from time to time, from your monthly salary to meet the obligations and as per the rules laid out by the Government on these matters.

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- Copy of PAN card and Aadhaar Card/Passport/Voter's ID/Driving license
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We believe you will make an excellent addition to the team and we are all excited to work with you. We are looking forward for you to start date in this position on or before **28th August 2024**. Please note that in the event that we do not receive your acceptance of this offer on or before **23th August 2024** this offer shall be automatically be deemed as cancelled without notice and cease to be effective

Sincerely,

For **KAAR TECHNOLOGIES**

A handwritten signature in black ink that reads "Nandhini" with a flourish at the end.

Nandhini Padmanabhan
Assistant Vice President – Human Resources

June 06, 2024

Letter of Intent

ARUN V
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear ARUN V

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

After successful completion of your training you will be paid a salary as indicated in the below table:

Revised Offer Letter will be given at the time.

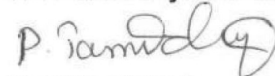
Duration	Salary Structure
Between 3 to 6 Months	1,80,000/- PA
7-12 Months	3 Lakh PA
13-18 Months	3 Lakh to 4 Lakh PA
19 Month onwards	4 Lakh to 5 Lakh PA

Post training, the trainee should agree to serve for a minimum period of 24 months and a legal bond will be executed regarding the same.

As a token of your acceptance, that you have read and understood this Letter of Intent, Please send in your signed acknowledgement copy to g.hr@kaaviansys.com cc to revathy.r@kaaviansys.com confirming your interest in joining Kaavian systems.

Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

ASHWIN V
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear ASHWIN V

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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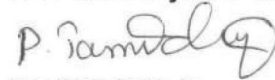
Duration	Salary Structure
Between 3 to 6 Months	1,80,000/- PA
7-12 Months	3 Lakh PA
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

KOUSHIK K V
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear KOUSHIK K V

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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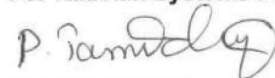
Duration	Salary Structure
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

MOHANRAJ N
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear MOHANRAJ N

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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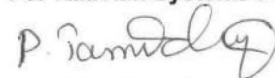
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

SIVA PRAKASH M K
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear SIVA PRAKASH M K

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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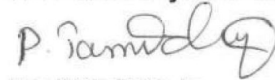
Duration	Salary Structure
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

THARUN SAAGAR T
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear THARUN SAAGAR T

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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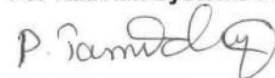
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

KALISAMY R
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear KALISAMY R

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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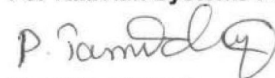
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Harisankar A
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Harisankar A

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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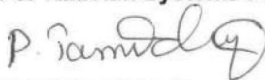
Duration	Salary Structure
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Truly yours,

For Kaavian Systems Pvt. Ltd.


Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Komathi V
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Komathi V

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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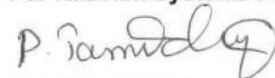
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Rajesh C
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Rajesh C

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

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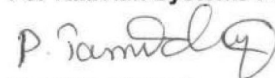
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Sasikanth M
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Sasikanth M

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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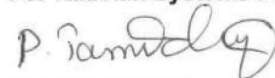
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Derrick Sam Daniel A
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Derrick Sam Daniel A

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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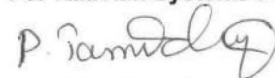
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Maheshwaran P
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Maheshwaran P

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

After successful completion of your training you will be paid a salary as indicated in the below table:

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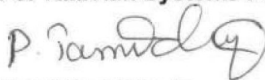
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For Kaavian Systems Pvt. Ltd.


Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Venkatesh B
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Venkatesh B

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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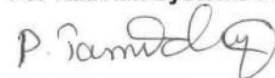
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For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

ANAVARATHAN P
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear ANAVARATHAN P

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The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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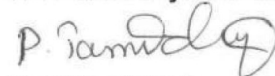
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For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

CHARLES L R
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear CHARLES L R

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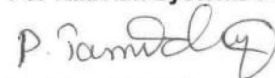
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For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

KARTHIKEYAN B

Vels Institute of Science, Technology & Advanced Studies
Chennai

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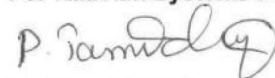
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For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

NATARAJAN S
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear NATARAJAN S

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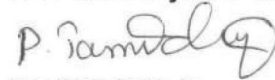
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

JAGADEESH A
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear JAGADEESH A

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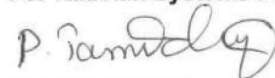
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

KISHORE RAJ K
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear KISHORE RAJ K

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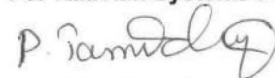
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

ROHITH D

Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear ROHITH D

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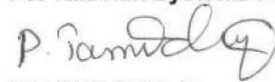
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

SUSEENDHARAN. R

**Vels Institute of Science, Technology & Advanced Studies
Chennai**

Dear SUSEENDHARAN. R

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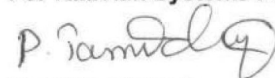
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For Kaavian Systems Pvt. Ltd.



**Tamil Elakkiya P
Manager - HR**



June 06, 2024

Letter of Intent

BARANI L

**Vels Institute of Science, Technology & Advanced Studies
Chennai**

Dear BARANI L

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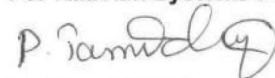
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For Kaavian Systems Pvt. Ltd.



**Tamil Elakkiya P
Manager - HR**



June 06, 2024

Letter of Intent

gokulsri.k
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear gokulsri.k

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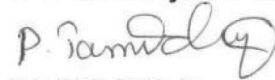
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Gopinath S
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Gopinath S

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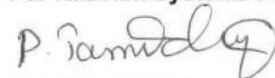
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For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Ramana B
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Ramana B

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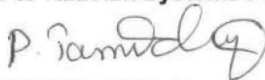
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

N Udhaya
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear N Udhaya

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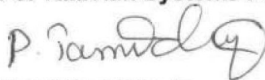
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

KATHIRVELAN R
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear KATHIRVELAN R

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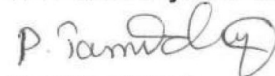
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

RAGHAVAN B
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear RAGHAVAN B

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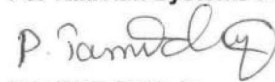
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

ASHRAF ALI J
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear ASHRAF ALI J

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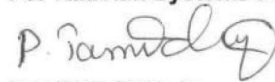
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Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

MuthuLakshmi N
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear MuthuLakshmi N

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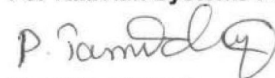
Duration	Salary Structure
Between 3 to 6 Months	1,80,000/- PA
7-12 Months	3 Lakh PA
13-18 Months	3 Lakh to 4 Lakh PA
19 Month onwards	4 Lakh to 5 Lakh PA

Post training, the trainee should agree to serve for a minimum period of 24 months and a legal bond will be executed regarding the same.

As a token of your acceptance, that you have read and understood this Letter of Intent, Please send in your signed acknowledgement copy to g.hr@kaaviansys.com cc to revathy.r@kaaviansys.com confirming your interest in joining Kaavian systems.

Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Nithish Shankar R
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Nithish Shankar R

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

After successful completion of your training you will be paid a salary as indicated in the below table:

Revised Offer Letter will be given at the time.

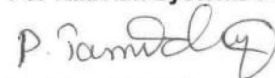
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Chandrasekar K
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Chandrasekar K

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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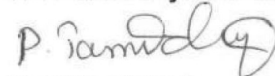
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



June 06, 2024

Letter of Intent

Pugazhendhi M
Vels Institute of Science, Technology & Advanced Studies
Chennai

Dear Pugazhendhi M

We are pleased to release this letter of intent that you have been provisionally selected as "Project Trainee".

The Training programme commences from Sep 06, 2024 wherein you will be commissioned to attend the Training programme at our Kaavian office in Virudhunagar Centre. During the Training period you will be entitled for a stipend of Rs. 15,000/- pm.

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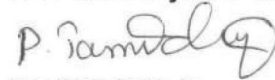
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Truly yours,

For Kaavian Systems Pvt. Ltd.



Tamil Elakkiya P
Manager - HR



LETTER OF APPOINTMENT



Date : 06-05-2024

Dear AADHI SANKARAN E L,

CONGRATULATIONS!!!

We are pleased to appoint you as a **Business Development Executive** under **Land Marvel**. You will report to the HRD In-charge. Your immediate supervisor may change from time to time. You will be notified of such changes at the appropriate time.

The terms and conditions of your employment are as follows:

Probationary Period

You will be on probation period for 06 (six) months from the date of your joining. During this probationary period, the termination of employment by either party shall be 01 (one) months' notice in writing or failing that, payment in lieu of notice.

Basic Salary

Your basic salary will be INR 2.5 LPA/= (Two Lakhs Fifty Thousand Only).

Joining Date

Your Date of Joining is 13-05-2024

Benefits:

Food Allowance: You will be entitled food allowance as per the Company policy.

Provident Fund: You will be eligible to become a member of Apex Footwear Limited Provident Fund Management after confirmation and will receive benefits as per the Company policy.

Gratuity: You will be entitled to gratuity as per the Gratuity Policy of the Company.

Annual Leave: You will be entitled to an annual leave of 20 (twenty) working days each year.



Confidentiality

During your employment with us and thereafter, you will keep strict secrecy regarding the business of the company. You will not divulge to any person, firm or company, whosoever, other than to the Directors of this Company or their authorized representatives, or when required by Law, your salary, increments and benefits, and all confidential information of any description, acquired by you while in service, even after leaving the company's employment for whatever reason, including retirement concerning the business or the affairs of the company or any of its associates or branches, their customers and suppliers.

Separation from employment

- a) **Resignation:** After confirmation, you may be released from employment by giving 02 (two) months' notice or pay in lieu thereof by either side.
- b) **Dismiss:** We shall have the right to dismiss you from employment on grounds of misconduct.
- c) **Discharge:** We shall have the right to discharge you from employment on grounds of physical or mental incapacity or continued ill health.

You are now requested, if you agree to confirm your acceptance of the contents of this letter by signing and returning to us the duplicate copy. We have pleasure in welcoming you in our company and sincerely hope that our close collaboration will be a mutually satisfactory one.

Yours sincerely,

.....

Lutfun Nahar Joya Assistant
General Manager Human
Resources & Admin

LETTER OF APPOINTMENT



Date : 06-05-2024

Dear ASIF KHAN M,

CONGRATULATIONS!!!

We are pleased to appoint you as a **Business Development Executive** under **Land Marvel**. You will report to the HRD In-charge. Your immediate supervisor may change from time to time. You will be notified of such changes at the appropriate time.

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Separation from employment

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Yours sincerely,

.....

Lutfun Nahar Joya Assistant
General Manager Human
Resources & Admin

LETTER OF APPOINTMENT



Date : 06-05-2024

Dear JAGADEESWARAN K,

CONGRATULATIONS!!!

We are pleased to appoint you as a **Business Development Executive** under **Land Marvel**. You will report to the HRD In-charge. Your immediate supervisor may change from time to time. You will be notified of such changes at the appropriate time.

The terms and conditions of your employment are as follows:

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Separation from employment

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Yours sincerely,

.....

Lutfun Nahar Joya Assistant
General Manager Human
Resources & Admin



LETTER OF APPOINTMENT

Date : 06-05-2024

Dear CHRISTOFER JASWIN,

CONGRATULATIONS!!!

We are pleased to appoint you as a **Business Development Executive** under **Land Marvel**. You will report to the HRD In-charge. Your immediate supervisor may change from time to time. You will be notified of such changes at the appropriate time.

The terms and conditions of your employment are as follows:

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Yours sincerely,

.....

Lutfun Nahar Joya Assistant
General Manager Human
Resources & Admin



LETTER OF APPOINTMENT

Date : 06-05-2024

Dear MOHANASUNDARAM Y,

CONGRATULATIONS!!!

We are pleased to appoint you as a **Business Development Executive** under **Land Marvel**. You will report to the HRD In-charge. Your immediate supervisor may change from time to time. You will be notified of such changes at the appropriate time.

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Yours sincerely,

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Lutfun Nahar Joya
Assistant General Manager
Human Resources & Admin

Mr./Ms. KAVINAYA SHRI K

LETTER OF OFFER

Dear KAVINAYA SHRI K

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

You are requested to join the organization on 16 February 2024 failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

On your date of joining, you are required to produce the following documents to the HRD for verification and records:

1. Attested copy of Testimonials (X Certificate for Age Proof, XII and educational certificates)
2. Certificates of previous training programs / conferences/seminars attended.
3. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
4. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
5. Four Passport size photographs.

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. SHIBIN MARTIN S

LETTER OF OFFER

Dear SHIBIN MARTIN S

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. JEYANTHAN P

LETTER OF OFFER

Dear JEYANTHAN P

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. SANJAY P

LETTER OF OFFER

Dear SANJAY P

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. SURIYA PRAKASH A

LETTER OF OFFER

Dear SURIYA PRAKASH A

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. AKASH C

LETTER OF OFFER

Dear AKASH C

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. RASMIN J

LETTER OF OFFER

Dear RASMIN J

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. IYISHWARIYA S

LETTER OF OFFER

Dear IYISHWARIYA S

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. RAMYA PRIYA S

LETTER OF OFFER

Dear RAMYA PRIYA S

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. MOHAMED UMAR M

LETTER OF OFFER

Dear MOHAMED UMAR M

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. RAMYA A

LETTER OF OFFER

Dear RAMYA A

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. LOKESHWARAN R

LETTER OF OFFER

Dear LOKESHWARAN R

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. PRAVEEN M

LETTER OF OFFER

Dear PRAVEEN M

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

You are requested to join the organization on 16 February 2024 failing which this letter of offer stands cancelled.

You are requested to return the duplicate copy of this letter as a token of acceptance of our offer of appointment.

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3. ID Proof where copy of Passport if available or the Voter ID card may be submitted.
4. Medical Fitness Certificate from a registered medical practitioner mentioning your blood group.
5. Four Passport size photographs.

While welcoming you to our organization, we wish you a long and fruitful career ahead.

For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. MUTHULAKSHMI N

LETTER OF OFFER

Dear MUTHULAKSHMI N

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. PRAVIN KUMAR S

LETTER OF OFFER

Dear PRAVIN KUMAR S

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. JAYASHALINI J

LETTER OF OFFER

Dear JAYASHALINI J

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. MADHUSUDHANAN V

LETTER OF OFFER

Dear MADHUSUDHANAN V

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. SRINIVASAN K

LETTER OF OFFER

Dear SRINIVASAN K

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. P PAVITHRA SHARON

LETTER OF OFFER

Dear P PAVITHRA SHARON

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. RANJINI S

LETTER OF OFFER

Dear RANJINI S

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. AGILANDESHWARI S

LETTER OF OFFER

Dear AGILANDESHWARI S

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. MEHRUNISA M

LETTER OF OFFER

Dear MEHRUNISA M

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. SHARMILA S

LETTER OF OFFER

Dear SHARMILA S

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. KEERTHANA R

LETTER OF OFFER

Dear KEERTHANA R

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

Mr./Ms. VIDHYA E

LETTER OF OFFER

Dear VIDHYA E

With reference to your application, the subsequent interviews, and the discussions we have held with you, we are pleased to offer you the position of “**Trainee - Quality Control**” offering salary of **INR 3,00,000/- Per annum**.

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For LifeCell International Private Limited



Kavin Paul

Head – Human Resources

The logo for Mitsogo, featuring the word "mitsogo" in a white, lowercase, sans-serif font on a black rectangular background.

OFFER LETTER

15 September 2023

Dear DHANASHREE S R,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
Working Day	Monday - Friday
Type of employment	Permanent

Mitsogo Technologies Private
CIN: U72200KL2013PTC034505
www.mitsogo.com, info@mitsogo.com
+91-484-2974545

Registered Office:
Wing 2, 5th floor, Jyothirmaya IT Building
Infopark Kochi- Phase II, Brahmaipuram P.O
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Mitsogo Technologies Pvt Ltd has the complete right to change the above-mentioned Employment terms and conditions at any point of time during your employment tenure with the company based on business needs. There will be a probationary period of 6 Months during which your performance and suitability for the employment will be evaluated.

The Service Agreement period will be 18 Months and the notice period for both you and Mitsogo Technologies Pvt Ltd is 02 Months (60 Days). The detailed appointment Letter will be provided at the time of joining.

We are confident you will be able to make a significant contribution to the success of Mitsogo Technologies Pvt Ltd. We are looking forward to work with you.

Yours sincerely,

DocuSigned by:

DD23FFF684FD401...

Resmi G HR

Manager

Mitsogo Technologies Pvt. Ltd.

hr@mitsogo.com

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Annexure

Name : DHANASHREE S R

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
Other Allowance	11590.33	139084
Sub Total	26934.16	323210
Other Benefits		
Insurance	416.66	5000
Meals and Refreshments	2965	35580
Office Transportation	3017.5	36210
Sub Total	6399.16	76790
Total CTC	33333.33	4000000

Note:

- You will be covered under the Employee Provident Fund Scheme from the date of joining. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and equal amount will be deducted from your salary as your contribution towards the fund.
- TDS will be deducted as per Income Tax Rules if applicable.
- Professional Tax will be deducted as per the act.



OFFER LETTER

15 September 2023

Dear KATHIRESH K,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
Working Day	Monday - Friday
Type of employment	Permanent

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Yours sincerely,

DocuSigned by:

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Resmi G HR

Manager

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Annexure

Name : KATHIRESH K

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
Other Allowance	11590.33	139084
Sub Total	26934.16	323210
Other Benefits		
Insurance	416.66	5000
Meals and Refreshments	2965	35580
Office Transportation	3017.5	36210
Sub Total	6399.16	76790
Total CTC	33333.33	4000000

Note:

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OFFER LETTER

15 September 2023

Dear PRADEEP P,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
Working Day	Monday - Friday
Type of employment	Permanent

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Yours sincerely,

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Annexure

Name : PRADEEP P

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
Other Allowance	11590.33	139084
Sub Total	26934.16	323210
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Office Transportation	3017.5	36210
Sub Total	6399.16	76790
Total CTC	33333.33	4000000

Note:

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OFFER LETTER

15 September 2023

Dear RAKESH D,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
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Annexure

Name : RAKESH D

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
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OFFER LETTER

15 September 2023

Dear SRAVANTHI V,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
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mitsogo

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Annexure

Name : SRAVANTHI V

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
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OFFER LETTER

15 September 2023

Dear SACHIN TENDULKER V,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

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mitsogo

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The Service Agreement period will be 18 Months and the notice period for both you and Mitsogo Technologies Pvt Ltd is 02 Months (60 Days). The detailed appointment Letter will be provided at the time of joining.

We are confident you will be able to make a significant contribution to the success of Mitsogo Technologies Pvt Ltd. We are looking forward to work with you.

Yours sincerely,

DocuSigned by:

DD23FFF684FD401...

Resmi G HR

Manager

Mitsogo Technologies Pvt. Ltd.

hr@mitsogo.com

Mitsogo Technologies Private
CIN: U72200KL2013PTC034505
www.mitsogo.com, info@mitsogo.com
+91-484-2974545

Registered Office:
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Infopark Kochi- Phase II, Brahmapuram P.O
Kerala 682303



Annexure

Name : SACHIN TENDULKER V

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
Other Allowance	11590.33	139084
Sub Total	26934.16	323210
Other Benefits		
Insurance	416.66	5000
Meals and Refreshments	2965	35580
Office Transportation	3017.5	36210
Sub Total	6399.16	76790
Total CTC	33333.33	4000000

Note:

- You will be covered under the Employee Provident Fund Scheme from the date of joining. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and equal amount will be deducted from your salary as your contribution towards the fund.
- TDS will be deducted as per Income Tax Rules if applicable.
- Professional Tax will be deducted as per the act.



OFFER LETTER

15 September 2023

Dear NAVEEN KUMAR S,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
Working Day	Monday - Friday
Type of employment	Permanent


mitsogo

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Yours sincerely,

DocuSigned by:

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Annexure

Name : NAVEEN KUMAR S

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
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OFFER LETTER

15 September 2023

Dear PRABAAHARAN,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
Working Day	Monday - Friday
Type of employment	Permanent


mitsogo

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Yours sincerely,

DocuSigned by:

DD23FFF684FD401...

Resmi G HR

Manager

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Annexure

Name : PRABAAHARAN

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
Other Allowance	11590.33	139084
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The logo for Mitsogo, featuring the word "mitsogo" in a white, lowercase, sans-serif font on a black rectangular background.

OFFER LETTER

15 September 2023

Dear ABISHEK S,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
Working Day	Monday - Friday
Type of employment	Permanent

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Yours sincerely,

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Resmi G HR

Manager

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Annexure

Name : ABISHEK S

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
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OFFER LETTER

15 September 2023

Dear SHANMUGAPRIYA M,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
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Type of employment	Permanent

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Yours sincerely,

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Kerala 682303



Annexure

Name : SHANMUGAPRIYA M

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
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OFFER LETTER

15 September 2023

Dear REMON R,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
Work Location	Kochi/Chennai
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Annexure

Name : REMON R

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
HRA	1470.16	17642
Conveyance	1183.33	14200
Medical Allowance	1000	12000
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OFFER LETTER

15 September 2023

Dear UDHAYA G,

Congratulations! We are pleased to inform you that you have been selected to work with Mitsogo Technologies Pvt Ltd and would like to extend an employment offer as mentioned below.

Designation	U1/UX Designer
CTC	4,00,000/- (Rupees Four Lakhs)/Annum
Working Hours	09.00 am to 06.00 pm
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Yours sincerely,

DocuSigned by:

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Resmi G HR

Manager

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Annexure

Name : UDHAYA G

Designation : U1/UX Designer

CTC : 4,00,000/-

Salary Break Up:

Salary Components	CTC Per Month	CTC Per Year
Basic	11690.33	140284
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05th June 2024

OFFER LETTER

Dear JEEVANANTHAM K,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **14th June 2024** in line with discussion with you.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

JEEVANANTHAM K

(Manager)

05th June 2024

OFFER LETTER

Dear RAKSANA DEVI V,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

RAKSANA DEVI V

(Manager)

05th June 2024

OFFER LETTER

Dear HARISH KUMAR P,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(Manager)

HARISH KUMAR P

05th June 2024

OFFER LETTER

Dear OMAR ABDUL RAHAMAN M,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**



Ms. Divya

(*Manager*)

Employment Offer Accepted

OMAR ABDUL RAHAMAN M

05th June 2024

OFFER LETTER

Dear HARIKUMAR S,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

HARIKUMAR S

(*Manager*)

05th June 2024

OFFER LETTER

Dear JEEVA SANDHIYA A,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

JEEVA SANDHIYA A

(*Manager*)

05th June 2024

OFFER LETTER

Dear SUBASHREE G,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

SUBASHREE G

(*Manager*)

05th June 2024

OFFER LETTER

Dear KEERTHANA V,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

KEERTHANA V

(*Manager*)

05th June 2024

OFFER LETTER

Dear JOSEPH S,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

JOSEPH S

(*Manager*)

05th June 2024

OFFER LETTER

Dear GURUPRASAD K,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

GURUPRASAD K

(*Manager*)

05th June 2024

OFFER LETTER

Dear SUBASH M,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

SUBASH M

(*Manager*)

05th June 2024

OFFER LETTER

Dear DHEEPAK R P,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

DHEEPAK R P

(*Manager*)

05th June 2024

OFFER LETTER

Dear ARAVINDHAN R,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

ARAVINDHAN R

05th June 2024

OFFER LETTER

Dear MUKESH KUMAR M,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

MUKESH KUMAR M

(*Manager*)

05th June 2024

OFFER LETTER

Dear ASWIN S N,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

ASWIN S N

(Manager)

05th June 2024

OFFER LETTER

Dear DEEPAK,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

DEEPAK

(*Manager*)

05th June 2024

OFFER LETTER

Dear B IMMANUAL SAM SELLAYA,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Administrative officer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

B IMMANUAL SAM SELLAYA

(*Manager*)

05th June 2024

OFFER LETTER

Dear S WILLIAMS,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

S WILLIAMS

(Manager)

05th June 2024

OFFER LETTER

Dear ABINESH KUMAR S,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

ABINESH KUMAR S

(Manager)

05th June 2024

OFFER LETTER

Dear SHAFRIN FOMINA N,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

SHAFRIN FOMINA N

05th June 2024

OFFER LETTER

Dear DEVENTHIRAN K,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

DEVENTHIRAN K

(*Manager*)

05th June 2024

OFFER LETTER

Dear DAKSHINAMOORTHY S,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

DAKSHINAMOORTHY S

(*Manager*)

05th June 2024

OFFER LETTER

Dear AZIZMOHIDEEN K M,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

AZIZMOHIDEEN K M

05th June 2024

OFFER LETTER

Dear AURAJ PRATAP SINGH,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

AURAJ PRATAP SINGH

05th June 2024

OFFER LETTER

Dear KRITHIKA K,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

KRITHIKA K

(*Manager*)

05th June 2024

OFFER LETTER

Dear JOEL SAJI CHERIAN,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

JOEL SAJI CHERIAN

05th June 2024

OFFER LETTER

Dear JAID,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

JAID

(*Manager*)

05th June 2024

OFFER LETTER

Dear PRIYADHARSHINI V,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

PRIYADHARSHINI V

(*Manager*)

05th June 2024

OFFER LETTER

Dear JOEL ALFRED VICTOR L,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

JOEL ALFRED VICTOR L

05th June 2024

OFFER LETTER

Dear PRATIBHA KUMARI SINGH BAG D,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

PRATIBHA KUMARI SINGH BAG D

(*Manager*)

05th June 2024

OFFER LETTER

Dear TAMIL SELVAN A,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

TAMIL SELVAN A

(Manager)

05th June 2024

OFFER LETTER

Dear JYOTHI KUMARI M,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Social Media Marketer**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

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On joining the company you shall be on probation for Six months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **14th June 2024** in line with discussion with you.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

JYOTHI KUMARI M

05th June 2024

OFFER LETTER

Dear VIN VIMAL T K,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “Tele caller” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

VIN VIMAL T K

(*Manager*)

05th June 2024

OFFER LETTER

Dear D INDUMATHI,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “Tele caller” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

D INDUMATHI

(*Manager*)

05th June 2024

OFFER LETTER

Dear NITHYA PRAKASH M,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “Tele caller” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

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We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **14th June 2024** in line with discussion with you.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

NITHYA PRAKASH M

05th June 2024

OFFER LETTER

Dear JEEVA P K S,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Tele caller**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

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We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **14th June 2024** in line with discussion with you.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

(*Manager*)

JEEVA P K S

05th June 2024

OFFER LETTER

Dear SAKTHIRAM G,

With reference to the discussions we had with you, we, on behalf of MNC Corporate System India Pvt Ltd., are pleased to offer you the position of “**Tele caller**” and invite you to join **MNC Corporate System India Pvt Ltd.** family.

Your Cost to the Company (CTC) would be **Rs. 2, 50,000 (Two Lakhs and Fifty Thousand Only)** per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. As per our conversation, you will also be rewarded with Incentives and Commissions apart from the fixed salary.

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Again, congratulations and welcome to the **MNC Corporate System India Pvt Ltd** family.

Thanking You.

For **MNC Corporate System India Pvt Ltd**

Employment Offer Accepted



Ms. Divya

SAKTHIRAM G

(*Manager*)

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **BARANITHA V**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

Your annual compensation is **Rs. 5,00,000/-** (Three Lakhs Only). At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year.

Please Submit your self-attested photocopies of the following:

1. Education/professional qualification
2. Two passport size photographs
3. Pan/Aadhar card
4. Emergency Contact No. & Blood group (For Id Card)

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **NEERAJ KUMAR YADAV**,

We have pleasure in confirming our offer of employment as “**BUSINESS DEVELOPMENT EXECUTIVE**” at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **SARATHKUMAR G**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear SANJEEVI L ,

We have pleasure in confirming our offer of employment as “**BUSINESS DEVELOPMENT EXECUTIVE**” at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **SHERLIN DIZZILLA J**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **SIBISAGAR V**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear KAUSHIKA S R ,

We have pleasure in confirming our offer of employment as “**BUSINESS DEVELOPMENT EXECUTIVE**” at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **KARTHICKRAJA C**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **GOKUL V**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear SANJAY A ,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **NELLAYAN V**,

We have pleasure in confirming our offer of employment as **“BUSINESS DEVELOPMENT EXECUTIVE”** at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear MAIYAPPAN R ,

We have pleasure in confirming our offer of employment as “**BUSINESS DEVELOPMENT EXECUTIVE**” at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear KAMESH K ,

We have pleasure in confirming our offer of employment as “**BUSINESS DEVELOPMENT EXECUTIVE**” at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

OFFER LETTER

CSI/DEV/2022/011-006

Monday, 15 April 2024

Dear **TRISHNA**,

We have pleasure in confirming our offer of employment as “**BUSINESS DEVELOPMENT EXECUTIVE**” at NUMERIC UPS. Your employment is effective from the date of joining which shall not be later than **22 April, 2024**.

You would be placed at our Chennai office situated in Chennai. The place of work is subject to change based on the organization business requirement, and in the interest of NUMERIC UPS. India. You will be on probation for a period of six months from the date of joining. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Sincerely,
For Numeric UPS



Robin JJ Willington

Chief Administrative Office

Date: 04-03-2024

OFFER LETTER

Dear ASIFA S,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
0D478315A23B40F...

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee ProGrad’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PROGRAD from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to ProGrad;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear ASHFAK AHAMED,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office locations in Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to ProGrad;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear AKASH THARASVI M,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results there of to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad withinEmployee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear SATHIYA MOORTHY N,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

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Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results there of to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear SURENDHAR D,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at anyof our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferredwork location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:
Pradeep Jumani
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Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results there of to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad withinEmployee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear NITHISH KUMAR,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear ABINESH L,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad withinEmployee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear THARUN L,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full stack developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as maybe necessary in the opinion of ProGrad

to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to theconducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminalrecordcheck, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the resultsthereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad withinEmployee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimumof 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear JEROM MOTCHA DANIEL A,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full stack developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

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Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PRODAPT;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as maybe necessary in the opinion of ProGrad

to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to theconducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminalrecord check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the resultsthereof to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad withinEmployee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimumof 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear ANTONY LIBIN M S,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full stack developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

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Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as maybe necessary in the opinion of ProGrad

to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results there of to Company.

8. Return of PRODAPT Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimumof 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions

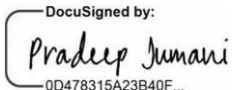
This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear LOGESHWARAN N,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as maybe necessary in the opinion of ProGrad

to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal recordcheck, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results there of to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear SYED ISMAIL S,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at any of our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferred work location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to PROGRAD;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as maybe necessary in the opinion of ProGrad

to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad withinEmployee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

Date: 04-03-2024

OFFER LETTER

Dear ARUN SANJAY S,

Congratulations!! We are pleased to extend an offer of employment to join **PROGRAD**, as **Full Stack Developer** at of our offices in Chennai, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be at anyof our office location Chennai, which shall be communicated closer to your joining date. However, we shall also reach out to you to understand your preferredwork location within our ProGrad locations.

We would like you to start work tentatively by **March 20, 2024**, or earlier, may extend based on your successful completion of your final semester and with the receipt of your Professional Degree, if possible, and your employment conditions are as follows:

1. Salary: Your starting salary and allowances will be at the rate of **INR 9.5** per annum, as identified in Schedule A;
2. This offer is valid for a period of five (5) days from the date of this letter within which period of time you must accept the same, in writing. **This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.**

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photo with white background
- g. Last pay slip drawn or compensation page from last employer
- h. Photocopies of passport

You must present a PAN card or a copy of PAN application in order to commence employment with ProGrad. Your acceptance of this letter requires that you begin employment within 3 days of acceptance. If for whatever reason you are unable to join within 3 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of ProGrad.

ProGrad standard working week is 45 hours and will generally be between the hours of 9:15am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of ProGrad.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard ProGrad business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material acts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

ProGrad has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of ProGrad business, subject to compliance with applicable laws.

Please notify ProGrad of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email



to your recruiter and the HR Team at dl-oba@prograd.com.

On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

ProGrad is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:

Pradeep Jumani

0D478315A23B40F...

Pradeep Jumani (e-sign)

Assistant Vice President - Human Resources

For and on behalf of PROGRAD Solutions Pvt Limited

I accept the offer of employment at PROGRAD Solutions Private Ltd. on the terms and conditions described above.

Signature: _____ Date: _____

My proposed start date will be on: March 20, 2024

EMPLOYMENT AGREEMENT

AGREEMENT made this **March 20, 2024**, a citizen of India having place of residence in **India** (“Employee”) and ProGrad Solutions Private Limited, a company incorporated in India (“ProGrad”).

In consideration of Employee’s employment or continued employment by ProGrad, Employee’s wages or salary and other benefits in compensation of Employee’s services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and ProGrad agree as follows:

1. Employment

Employee agrees to use his best efforts and abilities to promote the interests of ProGrad. Subject to the terms and conditions of this agreement, ProGrad hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, ProGrad agrees to pay Employee’s salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT’s standard agreement.

ProGrad has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee//assignee of ProGrad business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of ProGrad, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

2. Probation Period:

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

3. Inventions

As used herein, “Inventions” means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works

of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which ProGrad enjoys, is entitled to enjoy or may enjoy rights, and which is registered or unregistered, (i) which relate directly to the business of ProGrad or any other group or affiliate companies, (ii) which relate to the ProGrad actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by ProGrad, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at ProGrad premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be ProGrad property and be retained on ProGrad.

premises;

(ii) promptly and fully disclose and describe such inventions in writing to ProGrad;

(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and

(iv) acknowledge and deliver promptly to ProGrad (without charge to ProGrad but at the expense of ProGrad) such written instruments and so such other acts as may be necessary in the opinion of ProGrad to obtain and preserve such property rights and to vest the entire right and title thereto in ProGrad.

Employee will cooperate with ProGrad in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by ProGrad clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

4. Confidential Information

During the term of Employee's employment by ProGrad and any time thereafter, except in the course of performing Employee's employment duties for ProGrad, the Employee will not use, disclose, reveal or report any confidential information of ProGrad past or current clients, or of other parties which have disclosed confidential or proprietary information to ProGrad. As used herein, "confidential information" means information not generally known that is proprietary to ProGrad, its clients or other parties, including but not limited to information about

any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by ProGrad or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with ProGrad in the execution of any personal confidentiality agreement, which may be required by a ProGrad client or other third party, provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

5. No Solicitation; Prohibition on Transacting Business

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;

b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination.

6. Non-Compete

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. ProGrad will not unduly withhold such approval.

7. Background Verification

The Company reserves the right to conduct a background check of its employees, and your employment maybe conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

8. Return of PROGRAD Property

Upon termination of employment, the Employee shall return to ProGrad all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones,visiting cards, records, lists and any other information or property owned by ProGrad within Employee's possession or control, including copies thereof.

9. Injunctive Relief

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, ProGrad shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission,remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by ProGrad as a result of such breach. Nothing herein shall be construed as prohibiting ProGrad from pursuing any other statutory or common law remedyavailable to it for such breach.

10. Term

10.1 Employment under this agreement may be terminable by ProGrad with a minimum of 90 days prior notice to Employee.

10.2 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to ProGrad, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by ProGrad.

10.3 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 8 of this agreement shall survive termination of employment.

11. General Provisions


This agreement may be assigned by ProGrad and shall inure to the benefit of ProGrad's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of March 20, 2024

EMPLOYEE:

Signature: _____

For PROGRAD:

Signature:  _____

Pradeep Jumani (e-sign)
Assistant Vice President - Human Resources
For and on behalf of ProGrad

OFFER LETTER

Date: 02-08-2024

Dear MOHAMMED HAFIL B,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

11. Termination : The Company could terminate your employment after giving you one month's notice or payment of one month Basic salary in lieu of the notice period. Similarly if you wish to resign from the service of Company, you will give the Company one month's notice or forfeit the payment of the Basic salary for one month in lieu of the notice period.

Absence for a continuous period of 8 days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the Company will have the sole discretion on the same.

You have been offered this appointment letter on the basis of personal particulars and other information furnished by you. If, in the future, the Management finds that you have suppressed facts or have furnished wrong information, this appointment will be automatically declared

If you agree with the above terms & conditions, please sign the duplicate copy of this letter as a token of acceptance.

We welcome you to the Organisation and look forward to a fruitful association.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear ANGELIN SHARON BERNICE M,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

11. Termination : The Company could terminate your employment after giving you one month's notice or payment of one month Basic salary in lieu of the notice period. Similarly if you wish to resign from the service of Company, you will give the Company one month's notice or forfeit the payment of the Basic salary for one month in lieu of the notice period.

Absence for a continuous period of 8 days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the Company will have the sole discretion on the same.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER



Date: 02-08-2024

Dear PRAVEEN KUMAR E,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

11. Termination : The Company could terminate your employment after giving you one month's notice or payment of one month Basic salary in lieu of the notice period. Similarly if you wish to resign from the service of Company, you will give the Company one month's notice or forfeit the payment of the Basic salary for one month in lieu of the notice period.

Absence for a continuous period of 8 days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the Company will have the sole discretion on the same.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear ARUN K S,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear YOGESH B,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

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4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
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You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

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9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear DHANUSHA S,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
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5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear SRI BALAJIS,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear KOKILA,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

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8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear MONICA R,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

11. Termination : The Company could terminate your employment after giving you one month's notice or payment of one month Basic salary in lieu of the notice period. Similarly if you wish to resign from the service of Company, you will give the Company one month's notice or forfeit the payment of the Basic salary for one month in lieu of the notice period.

Absence for a continuous period of 8 days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the Company will have the sole discretion on the same.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear PUGAZENTHIM,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear KANNAN P,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear DHEVAGAR V,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear GOBIKAA T,

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear KHUSHISEERVI K,

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear UKKAS RAHMAN J,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear ANBUN,

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear ASWIN KUMAR V,

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear NARENDAR M,

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We welcome you to the Organisation and look forward to a fruitful association.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear HARISH V,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

11. Termination : The Company could terminate your employment after giving you one month's notice or payment of one month Basic salary in lieu of the notice period. Similarly if you wish to resign from the service of Company, you will give the Company one month's notice or forfeit the payment of the Basic salary for one month in lieu of the notice period.

Absence for a continuous period of 8 days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the Company will have the sole discretion on the same.

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear GOWTHAM N,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear RAJESH B,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear DHANUSH REDDY D,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear SIDDHARTH S,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear MOHAMMED THOUFIQ M,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear VISAKA B,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear RAVIKUMAR S,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear AKASH A,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear SHARAN A H,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

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9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

11. Termination : The Company could terminate your employment after giving you one month's notice or payment of one month Basic salary in lieu of the notice period. Similarly if you wish to resign from the service of Company, you will give the Company one month's notice or forfeit the payment of the Basic salary for one month in lieu of the notice period.

Absence for a continuous period of 8 days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the Company will have the sole discretion on the same.

You have been offered this appointment letter on the basis of personal particulars and other information furnished by you. If, in the future, the Management finds that you have suppressed facts or have furnished wrong information, this appointment will be automatically declared

If you agree with the above terms & conditions, please sign the duplicate copy of this letter as a token of acceptance.

We welcome you to the Organisation and look forward to a fruitful association.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear JEMIMA JENIFER S,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

3. Salary : You will be paid 7 LPA Per Annum as salary inclusive of all the allowances.
4. H.R.A. : You will be entitled for 10 % HRA on your basic salary.
5. Traveling : You will be entitled for Rs. 800/- as Traveling Allowance.
6. Bonus : You may be offered a maximum of one months of your basic salary as Bonus based on your performance, which will be solely at the discretion of the Management. Bonus will be payable only after every completed year of service, as per company rules.
7. Deductions : Professional Tax, Income Tax Deducted at Source or any other statutory deductions if applicable will be deducted from your salary

8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

You are entrusted with all sorts of works of Little Wardrobe and you will be held responsible for any act of omission and commission thereof during the tenure of your service.

You must not divulge any trade secret or confidential matter of the Company during and after your employment with us.

You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

9. Increment : You cannot claim any increment as a matter of right. This will be at the sole and absolute discretion of the Management and will be based on your performance.

10. Transfer : Your services may be transferred at the discretion of the Company to any other work place of the Company or its associates on the same terms and condition. You shall not be entitled to any other additional benefits on such transfers.

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Yours faithfully,

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L. MALAR

GENERAL MANAGER

OFER LETTER

Date: 02-08-2024

Dear CHANDRU R,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

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You must not engage yourself in any gainful profession or occupation or business during the tenure of your service.

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear VISHAL T K,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

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8. Duties & Obligations : Your whole time and energy shall be engaged in discharging of your duties to the best interest of the Company. You shall abide by the instructions given by the Company.

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Yours faithfully,

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear MOHAMED THANISH HUSSAIN MARICAR,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear ABINESH S,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

While you are on probation, your suitability for permanent employment will be considered. If at any time during or after or the extended period of probation, you are considered unsuitable for the post appointed to, you will receive seven days notice in writing without assigning any reason terminating your Probationary appointment.

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'L. Malar', with a decorative flourish underneath.

L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear SHRIMATHID,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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Yours faithfully,

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L. MALAR

GENERAL MANAGER

OFFER LETTER

Date: 02-08-2024

Dear ARUN B,

This is with reference to the interview you had with the undersigned to work in our organization, we are pleased to appoint you as a Designer at Little Wardrobe, on the following terms and conditions:-

1. Date of Joining : You can join by 28.08.2024.
2. Probation : You will be on probation for a period of six months from the date of your joining the services in our Company which may or may not be extended by another six months or more at the discretion of the Management.

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L. MALAR

GENERAL MANAGER

Offer Letter

Date: 05.05.2024

Name: NAVEEN RAJ B

Dear NAVEEN RAJ B

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and NAVEEN RAJ B ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: ARUL C

Dear ARUL C

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and ARUL C ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

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[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "L.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

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Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

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Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

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- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

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There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: GOWTHAMSAI P

Dear GOWTHAMSAI P

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and GOWTHAMSAI P ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: AMALA JOTHIKA A

Dear AMALA JOTHIKA A

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA.**

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and AMALA JOTHIKA A ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: JASVANTHRAM M

Dear JASVANTHRAM M

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and JASVANTHRAM M ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: MUKESH KANNAN P

Dear MUKESH KANNAN P

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and MUKESH KANNAN P ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "L.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: THILAKRAJ K

Dear THILAKRAJ K

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and THILAKRAJ K ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Goutham G

Dear Goutham G

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Goutham G ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
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Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

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- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
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- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

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Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Harini S

Dear Harini S

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Harini S ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

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A. Program Overview

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Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

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A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

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- Be considerate, respectful, and collaborative.
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- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
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- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

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- Harassment, intimidation, or discrimination in any form will not be tolerated.
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- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
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- Anyone requested to stop unacceptable behavior is expected to comply immediately.
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Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Prakash R

Dear Prakash R

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Prakash R ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Sowmiya K

Dear Sowmiya K

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Sowmiya K ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Nithish M

Dear Nithish M

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Nithish M ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

- 2. Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
- 3. Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
- 4. Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
- 5. Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
- 6. Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: BHARAD RAJ E S

Dear BHARAD RAJ E S

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and **BHARAD RAJ E S** ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: DURVES MOHIDEEN.K

Dear DURVES MOHIDEEN.K

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and DURVES MOHIDEEN.K ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "L.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: SRINIVAS A

Dear SRINIVAS A

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and SRINIVAS A ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

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[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

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The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: SAIRAM V

Dear SAIRAM V

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and SAIRAM V ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: S KARTHIKEYAN

Dear S KARTHIKEYAN

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and S KARTHIKEYAN ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Vijay

Dear Vijay

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Vijay ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: M Dinesh

Dear M Dinesh

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and M Dinesh ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: AJAY ADITHYA E

Dear AJAY ADITHYA E

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and AJAY ADITHYA E ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: NAGOMI LOURDU MARY D M

Dear NAGOMI LOURDU MARY D M

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and NAGOMI LOURDU MARY D M ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

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- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: VIJAYAPRATHABAN A

Dear VIJAYAPRATHABAN A

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and VIJAYAPRATHABAN A ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

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Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
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Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

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Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

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- Be considerate, respectful, and collaborative.
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- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
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- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

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- Harassment, intimidation, or discrimination in any form will not be tolerated.
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- Anyone requested to stop unacceptable behavior is expected to comply immediately.
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- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

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Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Pranesh N

Dear Pranesh N

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Pranesh N ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

- 2. Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
- 3. Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
- 4. Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
- 5. Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
- 6. Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Parthasarathy R

Dear Parthasarathy R

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Parthasarathy R ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Jebaraj S

Dear Jebaraj S

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Jebaraj S ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Gautham sai

Dear Gautham sai

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Gautham sai ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

1. **Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Hariharan v

Dear Hariharan v

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Hariharan v ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

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2. **Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
3. **Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
4. **Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
5. **Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
6. **Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
7. **Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

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9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "LH", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Harish Kumar A

Dear Harish Kumar A

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Harish Kumar A ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

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[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

Offer Letter

Date: 05.05.2024

Name: Yemitha V

Dear Yemitha V

Further to your application and interview with **Revature**, we accept your application as Trainee in our Organization.

Given hereunder are the terms & conditions of service applicable to you, if you choose to accept this offer. Please convey your acceptance by counter-signing the duplicate of this letter at the spaces indicated and return the same to us.

Training Period: Your training is scheduled to start Jul 26, 2021 for a period of three (3) months. During this period, you will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. Revature expends considerable amount of money for this training. Upon successful completion of your 12-week training and client assessment, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, you will be offered an employment as "**Software Engineer**" by the Client with the CTC of **INR 4.5 LPA**.

Signing of Training Agreement & Training NDA is mandatory along with this.

Yours Sincerely,

For Revature Consultancy Services Private limited



Authorized Signatory

I, _____ herein, accept and agree to the above terms and conditions.

July 21 Ver 2.0



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of _____ ("Effective Date") is made by and between **REVATURE LLC** ("Revature"), and Yemitha V ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and prevent the unauthorized use and disclosure of, its Confidential Information.

NOW THEREFORE, in consideration of the foregoing premise and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curriculum, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.



Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 2), even if the NDA is otherwise terminated prior to that time. Additionally, the foregoing, shall not be construed to in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representations or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. **Miscellaneous.**

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior oral or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably submit to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[*SIGNATURE PAGE FOLLOWS*]



IN WITNESS WHEREOF, the Parties have caused this NDA to be executed as of the date set forth above.

REVATURE:

PARTICIPANT:

Signature:

Signature:

A handwritten signature in black ink, appearing to be "S.H.", written over a horizontal line.

Print Name:

Print Name:

Title:

Date:

Date:

TRAINING AGREEMENT

This **Training Agreement** (the or this “Agreement”) is entered into by and between Ajay Raut (“Software Engineer Trainee” or “Trainee”), aged _____ years, S/O or D/O _____ residing at _____, and Revature Consultancy Services Private Ltd, (“Company”), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a “Party” or collectively as the “Parties.”

WHEREAS Company provides technology-training to Trainees and deploys them to perform technology-related services and activities for Company’s clients and Customers (collectively, the “Clients” and each individually, a “Client”); and,

WHEREAS, Company has recently extended an offer of training to the Software Engineer Trainee and Trainee has accepted such offer by Company pursuant to, and in accordance with, the terms and conditions of this Agreement and the Related Agreements (as defined below); and,

WHEREAS, as a precondition and prerequisite to training with Company, Company’s provision to Trainee of certain confidential information and to protect Company’s legitimate business interests, Trainee is required to execute this Agreement; and,

WHEREAS the Company will invest time and resources in the training, development, of Trainee, including in some instances providing access to Company information regarding the Company’s clients, prospective clients, Trainees, projects, products, services, strategies, technologies, and development concepts.

WHEREAS, the Company has a reasonable and justified business interest in protecting its investment in Trainee in connection with its operations, and in protecting the Company’s trade secrets, confidential information, and client goodwill.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

1. Training Program

A. Program Overview

The Revature Online Training Program is a 12-week instructor-led program designed to provide participants with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The program is provided at no cost to eligible participants accepted into the program.

During the 12-week program, participants will receive training on the curriculum designed and based on the Client's requirements. At the end of the program, participants will have acquired marketable programming skills and be prepared to deploy at the Client's project.

B. Program Schedule and Infrastructure

Revature will provide 8-hour lectures Monday-Friday during each week of the twelve-weeks program aside from planned holidays or other exigencies which will be communicated to Trainee if such occur. Each Trainee participant must commit 40 hours per week to the program for the entire 12 weeks.

The live virtual lectures will be held Monday-Friday from 10 am - 6:00 pm IST through online platform Zoom. Trainee agrees that they have a working camera and headset/headphone that can be used with such. Trainee will receive an email from their instructor by Friday before training begins with additional instructions on how to join the online class. Trainee should ensure a comfortable and noise free environment to participate in the training program actively.

C. Training Specific:

Please Note: To participate in this program, Trainee will need access to a computer to which he/ she has the permission and ability to install software. The following devices are not acceptable:

- Any mobile device or tablet running iOS, Android, or a derivative thereof.
- A Chromebook, or other computer running ChromeOS.
- Any device running Windows 10 in S Mode, or otherwise restricted to only installing software from the Microsoft Store.

Trainees should have high speed broad band connectivity as the online program will consume approx. 8-10 GB data per day.

D. Assessments:

There will be a weekly assessment by the trainer and the Quality Control (QC) team. If required, there will be an ad hoc assessment conducted by the trainer (or) the QC team. The trainees are expected to learn and practice the completed technology topics for every assessment. This assessment is intended to validate and verify that Trainee has learnt and practiced the completed technology topics. If Trainee fails to meet the expectations during the Client assessment, Trainee will be placed in the performance improvement program and will be given three more opportunities to prove their competency.

E. Behavior:

Company is committed to providing a safe, productive, and welcoming learning environment for all participants of the program. All participants including, but not limited to, attendees, trainees, and instructors and others are expected to follow the expected behavior given below.

A few examples of expected and unacceptable behavior from participants includes, but not limited to the below:

Expected Behavior:

- All participants are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Attendance commitment of 40 hours per week to the program for the entire twelve weeks.
- Notify instructor in the event of delays or absences.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other participants, Revature employees and/or instructors.
- Be mindful of your surroundings and of your fellow participants. Alert Revature staff if you notice a dangerous situation or someone in distress.
- Respect the rules, policies and decorum of the program and platform.

Unacceptable Behavior

- Harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any fellow participants, instructor, or any other Revature employee will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, national origin, as well as inappropriate use of nudity and/or sexual images in public spaces or in presentations, and threatening or stalking any fellow participant, instructor or any other Revature staff member.
- Disruption of the lectures organized by Revature is not allowed.
- Recording or taking photography of another individual's presentation without the explicit permission of Revature is not allowed.
- Disclosing any proprietary methodologies for delivery of program content.

Consequences:

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- Revature may take any action deemed necessary and appropriate, including immediate removal from the program without warning.
- Revature reserves the right to prohibit attendance at any future program.

Reporting Unacceptable Behavior:

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a Revature employee.
- Notification should be done by contacting a Revature employee or e-mail your concern to Hrindia@revature.com.

F. Program Disclaimers

Revature reserves the right to remove participants from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

Depending upon your performance and in the event of not clearing the Training and Client assessments during the stipulated period, Revature reserves its right to terminate you immediately and does not guarantee employment.

2. **Client.** Following Trainee's successful completion of the Training Program, if Trainee is selected, Trainee will be offered the position of "Software Engineer". Appointment is at the sole discretion of the Client. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there.
3. **Workplace and Relocation.** Trainee understands that he/she will be required to work at the location designated by the Client. Trainee further agrees that he/she will relocate if necessary and move to the applicable destination.
4. **Best Efforts.** During business hours, Trainee shall exclusively devote Trainee's time, attention and energy to the training. Trainee shall use Trainee's commercially reasonable best efforts to, among other things, satisfactorily and timely complete Trainee's duties, obligations and responsibilities owed to the Company. During Trainee's training period with Company, Trainee shall not actively engage or participate in any other business activity that interferes with Trainee's performance, attendance, or availability to perform Trainee's duties, responsibilities, or obligations owed to Company hereunder.
5. **Restrictive Covenants.** Trainee agrees to complete the internship and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.
6. **Liquidated Damages.**
 - a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
 - b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as liquidated damages, repay the entire amount as given in Sec7(a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.
 - c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement and provide Company with the identity (name and business address) of Trainee's current employer/contracting entity. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

- 7. Work Product.** Trainee acknowledges and agrees that Company shall have all right, title and ownership interest, including copyright and patent rights, with respect to all systems, procedures, algorithms, computer programs and data, codes and any cards, tapes, papers, and documents (including drawings), and copies, abstracts, and summaries thereof, ideas, concepts, designs works, services and materials conceived or created or generated by Trainee: (i) resulting from the use of Company's or any Company Client's facilities or equipment (collectively, "Works"). To the fullest extent permitted under law, all such Works shall be the exclusive property of Company and shall be deemed to be a "work made for hire. To the extent any Work is determined not to be a "work made for hire", Trainee hereby irrevocably and exclusively assigns, transfers, and conveys to Company all intellectual property rights, in and to any and all Works; and Trainee acknowledges that Trainee shall not retain any intellectual property rights in the Work. Upon written request by Company, Trainee shall execute any document reasonably necessary for Company to file, prosecute or perfect its ownership and title to Works. Notwithstanding the foregoing, Trainee understands and agrees that this Agreement is not, and does not purport to be, an assignment of any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information unless such invention (i) relates at the time of conception or reduction to practice of the invention directly to the Company's business, or actual or demonstrably anticipated research or development of the Company, or (ii) results from work performed by Trainee for the Company.
- 8. Return of Property.** Trainee shall immediately upon termination of Trainee's training period with the Company, for any reason, or at any other time the Company so requests, deliver to the Company all property, including but not limited to, documents in any form, including electronic, software, records, reports, data, memoranda, notes, models, drafts and equipment of any nature prepared or acquired in Trainee's course of training with the Company, including but not limited to all Trade Secrets, Works, and Confidential Information, which are in the possession of or under the control of Trainee. Trainee shall not take any such software, records, reports, data, memoranda, notes, models, or equipment, or copies or reproductions thereof that relate to the business activities of the Company, its affiliates, or to parties in a contract relationship with the Company and/or its affiliates. If Trainee has stored Confidential Information, Work or Trade Secrets on any Personal Digital Assistants, mobile phones, external hard drives, USB "flash" drives, USB storage devices, FireWire storage devices, digital music players, digital tapes, CD's, DVD's, personal email accounts (including web-based email accounts such as Hotmail, Gmail, Outlook, Apple, Yahoo), memory cards, Zip discs, and all other similar media which can be used to store or transmit electronic data (regardless of whether the medium is owned by the Company, Trainee or a third party), then Trainee must tender those devices to the Company to have the data removed and/or have complete copies of the medium and all information stored at the Company's discretion.
- 9. Non-Disparagement.** Unless otherwise required or protected by law, and to the maximum extent permitted by law, Trainee shall not make any statements or representations, or otherwise communicate, directly or indirectly, in any capacity, fashion or manner (including in writing, orally, electronically, or otherwise), to any person or entity in any forum (including without limitation, the internet, Social Media in any form, television, radio, or print media), including, but not limited to, any Client or business partner or any person or

entity reasonably anticipated or likely to become a customer of the Company, that might reasonably be construed to (i) be disparaging or derogatory about the Company's clients (ii) defamatory or maliciously false regarding the Company or any of its directors, officers, employees, agents, services, lines of business, marketing techniques, training methods or business practices.

- 10. Trainee Representations.** Trainee represents to the Company that Trainee is: free to enter into this Agreement and to perform the services required hereunder; and,
- Not subject to any legal or contractual duty or agreement that would prevent or prohibit Trainee from performing Trainee's duties for the Company's Client or otherwise complying with this Agreement, including, but not limited to, a non-competition agreement or other restrictive covenant; and,
 - Not in breach of any legal or contractual duty or agreement, including any agreement concerning trade secrets or confidential information owned by any other party; and,
 - Legally authorized to work in India

11. Employment with Third Parties. Subject to the terms and conditions herein, during Trainee's mandatory period, Trainee shall not, directly or indirectly, communicate, either orally or in writing, with any third party including, but not limited to, recruiters, job placement firms or employers (including any Company client, Client customer, vendor or sub-vendor) regarding any employment, consulting or independent contractor opportunity or arrangement, either on a full-time or part-time basis during their Service Commitment period or which would otherwise result in Trainee breaching any of its obligations to the Company, without Company's prior knowledge, and without receiving Company's prior written consent and direction.

12. Default. During Trainee's period with Company, the occurrence of any of the following events, as determined by Company in its sole and absolute discretion, shall constitute a Default hereunder by Trainee subjecting Trainee to disciplinary action, including among other things, possible termination:

- Trainee breaches any material term, condition, covenant or provision of this Agreement.
- Trainee engages in any conduct or behavior that violates any policies or procedures of Company or Client
- Trainee willfully fails to perform or complete any reasonable job-related task or duty assigned to Trainee by Company or Client.
- Trainee discloses, reveals or publishes any Company or Client confidential information, proprietary information, or trade secret to any third party without authorization.
- Trainee engages in any activity or behavior involving moral turpitude or demonstrating poor moral character including, but not limited to, any act of dishonesty, fraud, larceny, or unjustified violence or aggression.
- Trainee breaches the commitment made due to a reason other than Trainee death or a disability which renders Trainee unable to perform the services contemplated hereunder.

13. Notices. All notices, requests or other communications between the Parties regarding this Agreement must be in writing, and be given or made (and will be effective upon receipt) by delivery in person, by nationally recognized overnight courier service (with signature required and all fees prepaid), by registered or certified mail (postage prepaid, return receipt requested), or by electronic mail to a Party at its address provided in the opening paragraph to this Agreement, or at any other address which a Party has designated and notified the other Party of in accordance with this Section.

14. Confidentiality. Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

15. Non-Waiver. No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

16. Severability. If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

17. Legal Review. The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

18. Governing Law and Disputes.

Legal Remedy

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.

- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

19. Modification. This Agreement may be modified, altered, or amended only by mutual agreement of the Parties. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing signed the Parties.

20. Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic or facsimile copies of signatures shall be deemed as originals for all purposes.

21. Subject Headings/Captions. The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect. The terms of this Agreement prevail in the event of any inconsistency between this Offer Letter and the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

REVATURE:

Signature:



Print Name:

Title:

Date:

TRAINEE:

Signature:

Print Name:

Date:

OFFER LETTER

Date: August 16th 2024

Dear AMEEN AMANULLAH,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Non Voice Payer in our organization.

You will be paid an annual gross salary of INR.3, 00,000/- (Three Lakhs rupees only) per Year.

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

Job Description

Description	Details
Job Title	Associate – Non Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

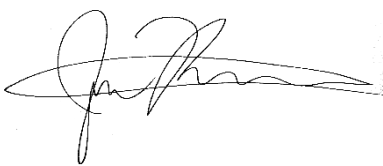
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Roles and responsibility

- Understand the basic professional standards and established procedures, policies before taking action and making decisions
- Processing claims and handling calls, as per the process guidelines.
- Adhering to the service level and understanding Quality & Auditing parameters
- Assume responsibility for work and coordinating efforts
- Meeting assigned productivity goals
- Adhere to attendance and punctuality norms
- Acquiring knowledge & skills of related areas of the process
- Interpersonal relationship at work with peers, supervisors and should not have any recorded instance of misconduct

We respect the need for a composite life and to encourage the same, we have employee friendly leave policies for the much needed down time and a lot more. Our medical insurance coverage is one of the best in class, covering you and your family when you need it. Last but not the least, we have lots of fun everyday through our wellbeing programs, talent shows, engagement activities - it's an endless list.

Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear POOJA S,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Non Voice Payer in our organization.

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Job Description

Description	Details
Job Title	Associate – Non Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

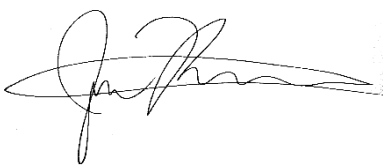
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear HEMA P V,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Non Voice Payer in our organization.

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Job Description

Description	Details
Job Title	Associate – Non Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

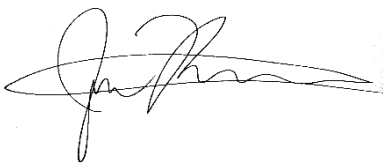
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear SURYA S,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Non Voice Payer in our organization.

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Job Description

Description	Details
Job Title	Associate – Non Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

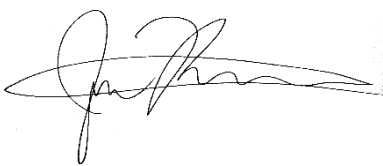
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear BALAKARTHIKEYAN R,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

You will be paid an annual gross salary of INR.2, 60,000/- (Two Lakhs and sixty thousand rupees only) per Year.

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

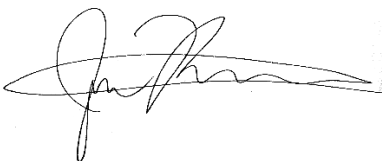
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear KISHORE R,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

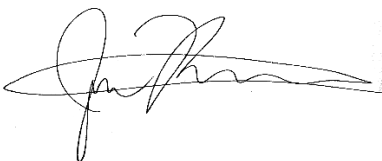
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear THARUN KUMAR,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

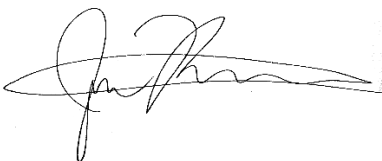
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear ARUN K,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

You will be paid an annual gross salary of INR.2, 60,000/- (Two Lakhs and sixty thousand rupees only) per Year.

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

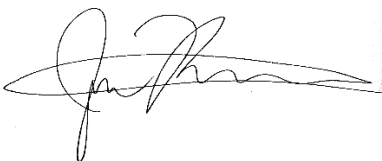
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear VISHNU P,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

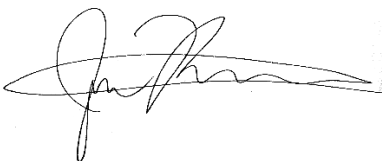
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear SYED SARFERAZ SAJID A,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

You will be paid an annual gross salary of INR.2, 60,000/- (Two Lakhs and sixty thousand rupees only) per Year.

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Job Title	Associate – Voice Payer
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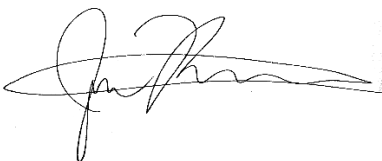
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear ASHWINPRABUSAH V,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

You will be paid an annual gross salary of INR.2, 60,000/- (Two Lakhs and sixty thousand rupees only) per Year.

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

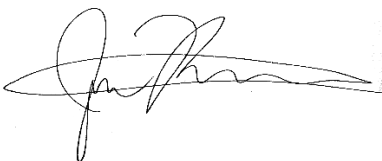
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HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear JANE SUSAN STACEY T,

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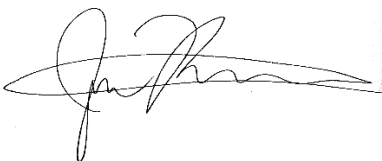
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HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear SESHADRI B,

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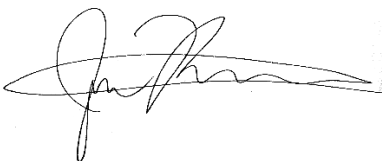
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HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear RAJA RATHINAM R,

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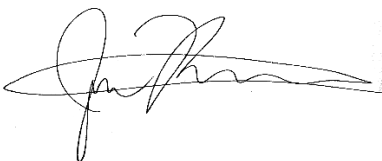
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HR Incharge

OFFER LETTER

Date: August 16th 2024

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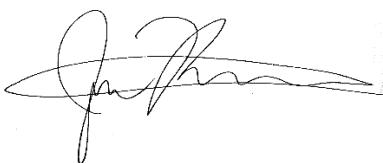
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HR Incharge

OFFER LETTER

Date: August 16th 2024

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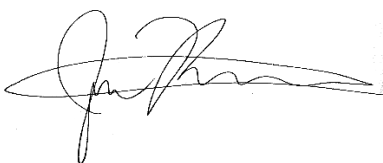
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OFFER LETTER

Date: August 16th 2024

Dear KOWSIKA V,

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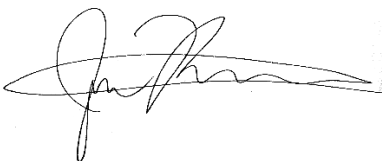
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OFFER LETTER

Date: August 16th 2024

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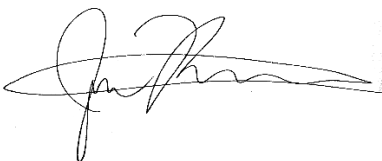
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HR Incharge

OFFER LETTER

Date: August 16th 2024

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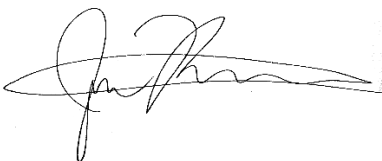
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HR Incharge

OFFER LETTER

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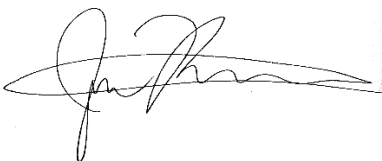
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OFFER LETTER

Date: August 16th 2024

Dear VASANTH KUMAR M,

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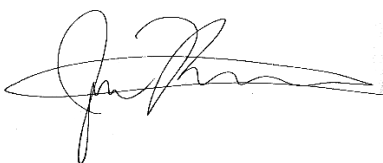
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OFFER LETTER

Date: August 16th 2024

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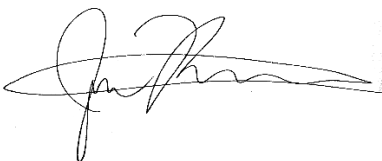
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OFFER LETTER

Date: August 16th 2024

Dear S SESHADRIBABA,

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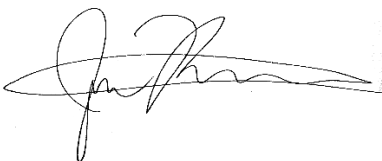
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OFFER LETTER

Date: August 16th 2024

Dear SHANKAR P,

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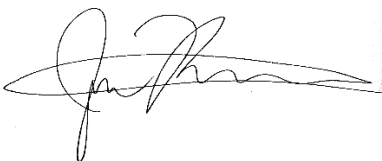
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- Meeting assigned productivity goals
- Adhere to attendance and punctuality norms
- Acquiring knowledge & skills of related areas of the process
- Interpersonal relationship at work with peers, supervisors and should not have any recorded instance of misconduct

We respect the need for a composite life and to encourage the same, we have employee friendly leave policies for the much needed down time and a lot more. Our medical insurance coverage is one of the best in class, covering you and your family when you need it. Last but not the least, we have lots of fun everyday through our wellbeing programs, talent shows, engagement activities - it's an endless list.

Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear SANJAY B,

This has reference to your application and subsequent interviews you have had with **SAGILITY**. We are pleased to appoint you as Associate Voice Payer in our organization.

You will be paid an annual gross salary of INR.2, 60,000/- (Two Lakhs and sixty thousand rupees only) per Year.

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

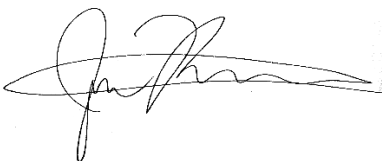
The fulfilment by an insurer of its obligation to receive, investigate and act on a claim filed by an insured. It involves multiple administrative and customer service layers that includes review, investigation, adjustment (if necessary), remittance or denial of the claim.

Roles and responsibility

- Understand the basic professional standards and established procedures, policies before taking action and making decisions
- Processing claims and handling calls, as per the process guidelines.
- Adhering to the service level and understanding Quality & Auditing parameters
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HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear KEERTHIKA S,

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

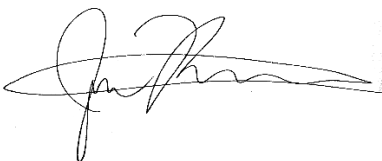
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear VIGNESH M,

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

Objective and responsibility

Position summary

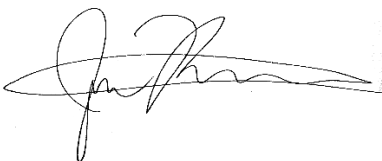
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Yours Sincerely



HR Incharge

OFFER LETTER

Date: August 16th 2024

Dear BHARATHVASAN B,

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Job Description

Description	Details
Job Title	Associate – Voice Payer
Reporting to	Manager
Location	Bangalore
Working Hours/ Days	(There can be fortnightly/ monthly call between 06:30am-2pm IST)

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Position summary

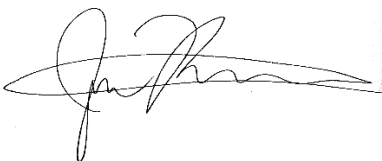
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Yours Sincerely



HR Incharge



SAI ARC INDIA PVT. LTD.,

(Mfg. of Welding, Cutting, Spot Welding, CNC Cutting Machines & Robo Automation)

Dated: 16/04/2024

TO:

Pradosh kumar v

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

Welcome to Sai Arc India Pvt Ltd!!

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Yours faithfully,

For Sai Arc India Pvt Ltd

(Signature of the HRD (HO))
Director



(Signature of the Management)

I agree and accept the above terms & Conditions

(Signature of the Employee)

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Dated: 16/04/2024

TO:

Abishek

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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(Signature of the HRD (HO))
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Dated: 16/04/2024

TO:

Sanjey M

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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(Signature of the HRD (HO))
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(Signature of the Management)

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Dated: 16/04/2024

TO:

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Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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Dated: 16/04/2024

TO:

N. ARUN

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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TO:

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Vels Institute of Science Technology and Advanced Studies

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TO:

JACKWIN IMMANUEL S

Vels Institute of Science Technology and Advanced Studies

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Contact : +91 8754577882 / +91 8754577884 / +91 8754577812

E-mail : md@saiweld.com, arun@saiweld.com, rajesh@saiweld.com

Website : www.saiweld.com, www.saiweldingmachines.com



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ONE WORLD : ONE THOUGHT



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(Mfg. of Welding, Cutting, Spot Welding, CNC Cutting Machines & Robo Automation)

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Yours faithfully,

For Sai Arc India Pvt Ltd

(Signature of the HRD (HO))
Director



(Signature of the Management)

I agree and accept the above terms & Conditions

(Signature of the Employee)

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Dated: 16/04/2024

TO:

LAKSHMI NARAYANAN R

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

Welcome to Sai Arc India Pvt Ltd!!

We are pleased to offer you the position of 'Graduate Engineer Trainee – Sales' in **Welding & Automation** in **Sai Arc India Pvt Ltd** and the date of Joining will be on or before **20.04.2024** at our **Ayanambakkam** Office.

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(Signature of the HRD (HO))
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(Signature of the Management)

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Dated: 16/04/2024

TO:

VENKATRAMAN R

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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(Signature of the HRD (HO))
Director



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Dated: 16/04/2024

TO:

NITHISH KUMAR R

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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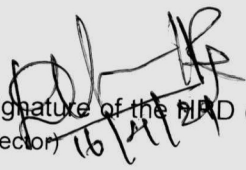
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Dated: 16/04/2024

TO:

SURYA M P

Vels Institute of Science Technology and Advanced Studies

OFFER LETTER

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OFFER LETTER

Date: 14-06-2024

Dear **HARIBASKAR R** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

We would like you to start work on **14-06-2024**. Please report to **M.INDUJA [HR MANGER]** for documentation and orientation. If this date is not acceptable, please contact me immediately.

By accepting this job offer you are eligible to receive the following beginning in 60 days after your first day of work:

- Benefits: We offer a 401K plan, Medical, Dental, and Vision.

By accepting this job offer you are eligible to receive the following beginning 1 year after your first day of work:

- Benefits: Vacation Pay, Sick Pay, and Paid Time Off.

Please send in an acceptance or rejection letter no later than 5 days after the date printed at the top.

Please sign the enclosed copy of this letter and return it to me by **10-06-2024** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **SHRIRAM CHITS (INDIA) PVT LTD** and look forward to working with you. We eagerly anticipate your leadership contributionsto our organization.

Your's Sincerely,

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **BALAJI PRASHATH G N**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **PRETHIVERAJ V**,

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[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **NAVEEN KUMAR C** ,

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M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

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M. Induja

[HR MANAGER]

OFFER LETTER

Date: 14-06-2024

Dear **RAJA PARAMESHWARI R ,**

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Your's Sincerely,

A handwritten signature in cursive script, appearing to read "Induja".

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **PARIMALA K**,

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Your's Sincerely,

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M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **TAMILSELVAN S**,

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **SOWMIYA C** ,

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Your's Sincerely,

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M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **DHANUSH S**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

We would like you to start work on **14-06-2024**. Please report to **M.INDUJA [HR MANGER]** for documentation and orientation. If this date is not acceptable, please contact me immediately.

By accepting this job offer you are eligible to receive the following beginning in 60 days after your first day of work:

- Benefits: We offer a 401K plan, Medical, Dental, and Vision.

By accepting this job offer you are eligible to receive the following beginning 1 year after your first day of work:

- Benefits: Vacation Pay, Sick Pay, and Paid Time Off.

Please send in an acceptance or rejection letter no later than 5 days after the date printed at the top.

Please sign the enclosed copy of this letter and return it to me by **10-06-2024** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of **SHRIRAM CHITS (INDIA) PVT LTD** and look forward to working with you. We eagerly anticipate your leadership contributionsto our organization.

Your's Sincerely,

A handwritten signature in black ink that reads "Induja".

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **KESHAV KUMAR C A**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **VARALAKSHIMI S M** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **ASHWINI MANICHAM J**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in cursive script, appearing to read "Induja".

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **KRISHNA D**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **KEERTHANA Y** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in black ink, appearing to read "Induja", written in a cursive style.

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **PRAVEEN ANANAD P** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **SHAM GANESH K**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in cursive script that reads "Induja".

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **KANMANI S**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in cursive script that reads "Induja".

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **VENKEDESAN V** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **ELANGO S**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in cursive script that reads "Induja".

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **GOKUL A**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **KARUN A MAHTANI** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in black ink, appearing to read 'Induja', written in a cursive style.

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **ALEXANDAR A** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **SHARMILA M** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **MADESHWARAN C** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer: The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **JANAARDHANANU U** ,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

A handwritten signature in cursive script that reads "Induja".

M. Induja

[HR MANAGER]



OFFER LETTER

Date: 14-06-2024

Dear **SHANMUGA PRIYA S**,

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

OFFER LETTER



Date: 14-06-2024

Dear **SUTHESH MADHAVAN K ,**

Congratulations! We are pleased to confirm that you have been selected to work for **SHRIRAM CHITS (INDIA) PVT LTD**. We are delighted to make you the following job offer. The position we are offering you is that of **MANAGEMENT TRAINEE** with an annual cost to company of 260000. This position reports to **M.INDUJA [HR MANGER]**

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Your's Sincerely,

M. Induja

[HR MANAGER]

Letter Of Appointment

27th March 2024

Dear **NAVEEN BALAJI G,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

**Head Recruiter
(Sriram Properities)**

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **VASANTH B,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **SANJAY C**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter of Appointment

27th March 2024

Dear **SRADHA SURESH**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **GUNA SEELAN A,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr.Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **SUGANTHAND**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr.Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **TARIN A**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr.Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **KARTHIK RAJAA V C**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **B M PORNESH**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear VISHNU S,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **GOWSIGAN M,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
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House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **ASWANTINI S S**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **KISHORE R,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **SUMAN DAS P,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **UMANATH K**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **SAMYUKTHA SRIDHARAN**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **HARISHVEL S,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
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Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **RAGUL M M**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **DANIEL PEARLIN RAMESH**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **KEERTHIVASAN V**,

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Letter Of Appointment

27th March 2024

Dear **MARVELOUS M,**

We have pleasure in appointing you as **Sales and Marketing executive** in our **Shriram Properties** organization, on the following terms and conditions:

- **Placement & Compensation**

You will be placed in the appropriate band/responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

- **Salary revision**

Your salary will be reviewed on December 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

- **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

- **Responsibilities & Duties**

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 alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Yours faithfully,



Mr. Patel

Head Recruiter

(Sriram Properities)

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

(Signature and Date)

ANNEXURE „A“: COMPENSATION DETAILS (Salary & applicable benefits)

PARTICULARS	AMOUNT
SALARY	
Basic Pay	Rs. 12516.00
Dearness Allowance (subject to change on quarterly basis)	Rs. 7116.00
House Rent Allowance (Higher HRA center)	Rs. 800.00
Transport Allowance	Rs. 225.00
Adhoc	Rs. 1512.00
TOTAL GROSS SALARY	Rs. 22169.00
OTHER ALLOWANCES	
Reimbursement of Tea / Coffee Expenses	Rs. 425/- per month
Reimbursement of News Paper Expenses (1 English Newspaper)	Rs. 220/- per month
Magazine allowance	Rs. 186/- per month
Reimbursement of Medical Aid	Rs. 2000/- per annum
Ex-Gratia (at present – subject to declaration every year)	Rs.45000/- per annum
Defined Contributory Pension Scheme (DCPS) – Bank’s Contribution	Rs. 2000/- per month
TOTAL	Rs. 25000.00/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

May 16th 2024

Mr. ANTONY JOSHUA J

No.02, Golden Complex'

Vysarpadi, Chennai – 600039

Dear ANTONY JOSHUA J

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. G BALAJI

C-125, Ishwarya apartment

Periyar Nagar, Chennai – 600082.

Dear G BALAJI

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. DEERAJKUMAR V

No 51/2, Gangai Amman Kovil street,

Vandalur, Chennai – 600048

Dear DEERAJKUMAR V

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. GOWTHAM B

Flat No 27, Vinayagar Kovil steet,

Urapakkam, Vandalur, Chennai - 603210

Dear GOWTHAM B

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. S HARISH KUMAR

Periya nagar, 2nd cross street

Chengalpattu, Chennai – 600039

Dear S HARISH KUMAR

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. LOKESH KUMAR A

No 7/18, Radha Nagar, 3rd street

Chrompet, Chennai- 600044.

Dear LOKESH KUMAR A

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. A PRAMOTH

No 27, Venkateshwara Street, Ganapathy puram,
Chrompet, Chennai- 600043.

Dear A PRAMOTH

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. SAM JOSHUA P

No. 12/B Blue Moon Appartment,
Pallavaram, Chennai – 600043.

Dear SAM JOSHUA P

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
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- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
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We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. SNEHA L

No 16/12, Vadivu Amman Kovil Street,

Peravallure, Chennai – 600082.

Dear SNEHA L

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
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We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. VASANTH A

Vishnushankar nagar, 1st cross street,
Kamarajar salai, Chennai – 600068.

Dear VASANTH A

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. ANJALI

No G-92, 5th Street,

Thiruvalluvar Sallai, Chennai- 600048.

Dear ANJALI

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. S G YOKESH RAJ

No. 12 Dr Ambedthkar Nagar,

Zamin pallavaram, Chennai- 600043.

Dear S G YOKESH RAJ

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
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- One photo copy of Pan Card if not available apply for it.
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We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. HAMSHA R

No 128-12, Indhra Gandhi Street,
West Tambaram, Chennai -600045

Dear HAMSHA R

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:

May 16th 2024

Mr. PEER MOHAMMED AZAD J

Flat no 5, Sunshine Flat,

Dharga road, Chennai 600118.

Dear PEER MOHAMMED AZAD J

With reference to your application and subsequent interviews we are pleased to offer you the position of **Management trainee - Adjudication** with **synthesis healthsoft services and solution LLP.**

We request to join us on June 1st 2024 at 9:30AM. At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.
- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

We will be issuing offer letter in day of your joining in our organization. Kindly sign the duplicate copy of this letter and return it as a token of your acceptance.

Synthesis healthsoft service and solution LLP., reserves the right to unconditionally withdraw this offer if you are unable to join us on the mutually agreed joining date as per this offer and background verification is found unsatisfactory.

For Synthesis Healthsoft service and solution LLP.,



Sabarinathan R
Assistant Manager – HR

I accept this offer on the terms and condition and shall report to work on

Signature:

Date:



Offer: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear B ABU BAKAR SIDDIQ,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

11

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear JEEVA V,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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

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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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SUHASAN I,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

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



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
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- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
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- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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- *PAN Card (Permanent Account Number)
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- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

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You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

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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.

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- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SRINIVASH S A,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

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Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear VASANTH R,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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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You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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➤ Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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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.

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Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

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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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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

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As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



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- **Notice Period**

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



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear PRAWIN M N,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- **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 PAN card 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
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- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
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- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
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 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear ANTONY MARTINA JENIFER F,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be **₹5,580/-** 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹ 1500/-** 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹2,500/-**. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear ANGELINE PEARL J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be **₹5,580/-** 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹ 1500/-** 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹2,500/-**. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

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If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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TERMS AND CONDITIONS

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Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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

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- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **Pre-employment Medical Certificate**

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An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

11

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SURESH BABU A,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
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 - *There is no criminal offence registered/pending against you
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- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

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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.

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- 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.
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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SHASHANK S,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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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 towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear MONISHA K,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

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You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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- **Background Check**

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- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear AADHAVAN I,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear LEEMA JONES A,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

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➤ Health Insurance Scheme

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You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear VAIRAMUTHU J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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- **Background Check**

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An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear KRISHNA KUMAR N,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear DINESHKUMAR J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

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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.

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You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

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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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

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TERMS AND CONDITIONS

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Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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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



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The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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Compensation and Promotion policy.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear UDHAYAMOORTHY E,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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



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You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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Annexure 2: List of TCS Xplore Centres
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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SREE PRANAV J J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Sub: Letter of Offer

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This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** per month.



BOUQUET OF BENEFITS (BoB)

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OTHER BENEFITS

➤ Health Insurance Scheme

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TERMS AND CONDITIONS

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear KAVIYA M,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



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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.

- **Terms and Conditions**

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

- **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.

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



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- **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)

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- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
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- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
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- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
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 - *There is no criminal offence registered/pending against you
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In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
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- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

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You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

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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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear ASWIN,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

11

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear C GOKUL,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

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You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

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Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear MARIYA RAHUL M,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
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- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
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- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
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- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
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- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
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 - *There is no criminal offence registered/pending against you
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- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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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



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear HARISH D R,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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BASIC SALARY

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- **Leave Travel Allowance**

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- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear ARAVINDKUMAR S,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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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➤ Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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

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As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



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



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

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- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear MANOJ KUMAR J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
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- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
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 - *There is no criminal offence registered/pending against you
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- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
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- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear NABEEL AHAMED B,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

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- **Personal Allowance**

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- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

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You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

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➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear ROHITH P,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

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You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

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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.

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This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

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An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear FAISAL M,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
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- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
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 - *There is no criminal offence registered/pending against you
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- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
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- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear PRIYADHARSHINI B,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

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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.

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You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SHYAM CLEMENT,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's



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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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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

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

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As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



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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 mentioned in this offer letter.

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



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SEBASTIN INFANT ROACH J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹ 1500/- 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹2,500/-. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- 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.
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- 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.
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- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear SHIVAPRIYAN M,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be ₹5,580/- 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.

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OTHER BENEFITS

➤ Health Insurance Scheme

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- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

- **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

- **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

- **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.

- **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.

- **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.

- **Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

- **Work in SBWS mode**

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

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

- **Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.



- **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 mentioned in this offer letter.

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.

- **Terms and Conditions**

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

- **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.

- **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

- This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.
- Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



- **Retirement**

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

- **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.

- **Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

- **Background Check**

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number

- **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 PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



- **TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

- **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.

- **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, the same shall be communicated on internal portal/Ultimatix.

- **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.

- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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: Computer Consultancy
Ref: TCSL/DT20234968570/Chennai
Date: 12/04/2024

Dear DHARAN D,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **BUSINESS DEVELOPMENT ASSOCIATE** in Grade **YG**. Your gross salary including all benefits will be **₹3,50,000/-** per annum, as per the terms and conditions set out herein.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹22,950/-** 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.

- **House Rent Allowance (HRA)**

Your HRA will be **₹5,580/-** 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.

- **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.

- **Personal Allowance**

You will be eligible for a monthly personal allowance of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

- **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹ 1500/-** 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.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹2,500/-**. This payout is subject to review basis your own ongoing individual performance.



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). Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹ 5,00,000 / - as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

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

➤ Compensation Benefits under ESI Act/Employees' Compensation Act*:

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

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

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.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

Professional Memberships

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

RETIRALS

Provident Fund

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

• Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% 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.

- **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

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Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

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TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

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As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

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- **Background Check**

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An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

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- **Data Privacy Clause:**

- Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.
- It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



- rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.
- After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.
- For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.
- As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
- In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/DT20234968570

11

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



Ref: 683190/1536906
Date: 11th October 2024

MR RISHAP MALGOTHRA S
No. 1, New Bangaru Naidu Colony,
K.K. Nagar (West),
Chennai - 600078.

Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

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

Subject: Letter of Offer

Dear RISHAP MALGOTHRA S ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **GRADUATE ENGINEER TRAINEE** on Band **U4**. You will be apart of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

Your gross salary including all benefits will be 4 LPA as per the terms and conditions set out here in. 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 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
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Zone Noida, Uttar Pradesh
201305

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techmahindra.com
connect@techmahindra.com

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

Ref: 683190/1536906
Date: 11th October 2024

MR ANANAD K
No.5, 12th Main Road, Vijaya Nagar,
Velacheri,
Chennai - 600 042.

Subject: Letter of Offer

Dear ANANAD K ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **GRADUATE ENGINEER TRAINEE** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Ref: 683190/1536906
Date: 11th October 2024

MR SIVABALAN A
No. 17, Velmurugan Colony,
Vadapalani ,
Chennai - 600 026.

Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

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+91 120 478 5922
Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

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

Subject: Letter of Offer

Dear SIVABALAN A ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of ***GRADUATE ENGINEER TRAINEE*** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Ref: 683190/1536906

Date: 11th October 2024

MS ABISHA PRIYAN P
203, Kutchery Road,
Mylapore, Chennai - 600 004.

Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Tel: +91 120 400 5000

+91 120 478 5922

Fax: +91 120 423 1926

techmahindra.com

connect@techmahindra.com

Registered Office:

Gateway Building, Apollo

Bunder Mumbai 400 001, India

Subject: Letter of Offer

Dear ABISHA PRIYAN P ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of ***GRADUATE ENGINEER TRAINEE*** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,

For Tech Mahindra Limited



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SDF B - 1, Dadri Main Rd,
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201305

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techmahindra.com
connect@techmahindra.com

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

Ref: 683190/1536906

Date: 11th October 2024

MS ISHA A

**No.6/64, Puzhuthiwakkam Main Road,
Chennai – 600091.**

Subject: Letter of Offer

Dear ISHA A ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of ***GRADUATE ENGINEER TRAINEE*** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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joining formalities as per company policy. Your offer is subject to a positive background check.

We look forward to you having a rewarding career with us.

Yours sincerely,

For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
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Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

MR MADHAVAN G
No.36B, Pulla Avenue Road,
Shenoy Nagar,
Chennai-600 030.

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

Subject: Letter of Offer

Dear MADHAVAN G ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

MR VASANTH L
No.45, EMS Street,
Opp.Stanley Hospiat,
Royapuram,
Chennai-13.

techmahindra.com
connect@techmahindra.com

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

Subject: Letter of Offer

Dear VASANTH L ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of *ASSOCIATE ENGINEER* on Band U4. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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joining formalities as per company policy. Your offer is subject to a positive background check.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Ref: 683190/1536906
Date: 11th October 2024

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techmahindra.com
connect@techmahindra.com

MR KARTHIK A
Division Office,
Pazhathotta Salai,
Rajiv Gandhi
Road(OMR),
Semmancheri,
Chennai-600119.

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

Subject: Letter of Offer

Dear KARTHIK A ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
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Zone Noida, Uttar Pradesh
201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

MR SIVA BHARATHI B M
New No.1, Old No.2,
Bharathidasan Salai,
K.K.Nagar,
Chennai-600 078(Near
R.T.O. office)

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

Subject: Letter of Offer

Dear SIVA BHARATHI B M ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Ref: 683190/1536906
Date: 11th October 2024

MR KANNAN S
No.4, West Mada Street,
Koyambedu,
Aminjikarai,
Chennai - 600 107.

Subject: Letter of Offer

Dear KANNAN S ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of *ASSOCIATE ENGINEER* on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited

Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
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Zone Noida, Uttar Pradesh
201305

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techmahindra.com
connect@techmahindra.com

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



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
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201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

MR ARAVIND G
KNS Depot,
Korukkupet,
J J Nagar,
Near Korrukupet Railway Station,
Chennai - 600027.

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

Subject: Letter of Offer

Dear ARAVIND G,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

MR WASHIP W
No.115, Dr.Muthulakshmi Salai,
Chennai – 600020.

techmahindra.com
connect@techmahindra.com

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

Subject: Letter of Offer

Dear WASHIP W ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Ref: 683190/1536906

Date: 11th October 2024

MR RAGUL S N

No.2, 276, Kathivakkam High Road,

Ennore,

Chennai-57.

Subject: Letter of Offer

Dear RAGUL S N ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of *ASSOCIATE ENGINEER* on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,

For Tech Mahindra Limited

Tech Mahindra Limited
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201305

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Registered Office:

Gateway Building, Apollo

Bunder Mumbai 400 001, India



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SDF B - 1, Dadri Main Rd,
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201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

MR RAGUNATHAN P
Puliyur main road,
kodambakkam,
Chennai-24.

techmahindra.com
connect@techmahindra.com

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

Subject: Letter of Offer

Dear RAGUNATHAN P ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Ref: 683190/1536906

Date: 11th October 2024

MR AJITH KUMAR R

New No. 17, AP 328,

39th Street,

8th Sector,

K.K. Nagar West,

Chennai - 600 78.

Tech Mahindra Limited

SDF B - 1, Dadri Main Rd,

Noida Special Economy

Zone Noida, Uttar Pradesh

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techmahindra.com

connect@techmahindra.com

Registered Office:

Gateway Building, Apollo

Bunder Mumbai 400 001, India

Subject: Letter of Offer

Dear AJITH KUMAR R ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

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We look forward to you having a rewarding career with us.

Yours sincerely,

For Tech Mahindra Limited



Ref: 683190/1536906
Date: 11th October 2024

MR JEEVA M
Flat No. 5, Victoria
Garden, 106, J.N. Salai,
Koyambedu,
Chennai – 600107.

Subject: Letter of Offer

Dear JEEVA M ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of *ASSOCIATE ENGINEER* on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

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Yours sincerely,
For Tech Mahindra Limited

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connect@techmahindra.com

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



Ref: 683190/1536906

Date: 11th October 2024

MR JAYASOUNDRA YABHARATHI M
15, Raghavendra Street,
Srinivasa Nagar,
New Perungalathur,
Chennai - 600 63.

Subject: Letter of Offer

Dear JAYASOUNDRA YABHARATHI M ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of *POST ASSOCIATE ENGINEER* on Band U4. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

Your gross salary including all benefits will be 4 LPA as per the terms and conditions set out herein. 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 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

We look forward to you having a rewarding career with us.

Yours sincerely,

For Tech Mahindra Limited

Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Tel: +91 120 400 5000

+91 120 478 5922

Fax: +91 120 423 1926

techmahindra.com

connect@techmahindra.com

Registered Office:

Gateway Building, Apollo

Bunder Mumbai 400 001, India



Ref: 683190/1536906
Date: 11th October 2024

MR VIJAYA RAGHAVAN P
B.20 II Floor, I.H.F.D Nagar,
Pallavaram,
Chennai - 600 043.

Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

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

Subject: Letter of Offer

Dear VIJAYA RAGHAVAN P ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **POST ASSOCIATE ENGINEER** on Band **U4**. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

Your gross salary including all benefits will be 4 LPA as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

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We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Tech Mahindra Limited
SDF B - 1, Dadri Main Rd,
Noida Special Economy
Zone Noida, Uttar Pradesh
201305

Ref: 683190/1536906
Date: 11th October 2024

Tel: +91 120 400 5000
+91 120 478 5922
Fax: +91 120 423 1926

techmahindra.com
connect@techmahindra.com

MS SUBITHALINI K
SUDHA FLATS, 5/3,
Tiruppanar Street,
Sundaram Colony,
East Tambaram,
Chennai - 600 059.

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

Subject: Letter of Offer

Dear SUBITHALINI K ,

Thank you for exploring career opportunities with Tech Mahindra Limited. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **POST ASSOCIATE ENGINEER** on Band U4. You will be a part of the application development and maintenance projects across any of the business units of Tech Mahindra Limited. Your joining date is 10th October 2024.

Your gross salary including all benefits will be 4 LPA as per the terms and conditions set out herein. 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 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. 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.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited



Date: 19-04-2023

Dear **SAIVIGNESH M,**

We are glad at **TOTAL MOVEMENTS** to offer you job as **MANAGEMENT TRAINEE**. This offer is conditional depending on your performance evaluation and attitude on your probationary period. You date of Joining on 04/05/2023.

When you start your work, you will receive a payment of 3.5 Lakhs per Annum, every your regular salary, you are eligible to receive a free medical and dental service to our institution, free meals per duty, holiday rest and hospital benefits. Upon confirming this letter, you are expected to follow the company rules and regulations upon your start of work, any breach of the rules or contract may be used against you and for your termination.

- **Benefits**

Your monthly gross salary shall be paid on a monthly basis commencing on **May 1st 2023**.

This shall be subject to any and all required contributions, deductions or withholdings under the laws of the Republic of the Philippines including but not limited to:

- SSS contribution
- PhilHealth contributions
- Pag-IBIG contribution
- Withholding tax
- Rice Allowance – Your monthly gross salary includes the rice allowance of One Thousand Five Hundred Rupees (Rs.1,500.00).
- Laundry Allowance – Your monthly gross salary includes the laundry allowance of Three Hundred Rupees (Rs.300.00).
- Cash Medical Allowance – Your monthly gross salary includes the cash medical allowance of One Hundred Twenty Five Pesos (Rs. 125.00).

- **Other Allowances and Benefits During Employment**

While you are based in Bataan and working at the Project site, you will be provided with the following allowances and benefits subject to the terms and conditions of Total Movements policies and guidelines:

- 13th Month Pay – You shall be provided 13th Month Pay on pro-rata basis as guaranteed by law.
- Performance Bonus – You will be entitled to an annual performance bonus of up to three (3) month's gross salary. The amount of the bonus shall be computed in accordance with the Company's Performance Bonus Guideline.



This benefit may be terminated or modified by the Management Committee at their sole discretion. The provisions of this policy may change at any time without prior notice to the employees. This benefit is not convertible to any other form of benefits implemented in Total Movements.

- Educational Assistance - You shall be entitled to Total Movements Educational Assistance to help you and your family in the payment of educational expenses. The Educational Assistance is subject to the terms and conditions of Total Movements Educational Assistance Guideline.
- Medical Insurance Plan – You shall be entitled to Total Movements medical insurance. This plan may be changed by Total Movements or its providers from time to time.
- Housing Subsidy – You shall be entitled to Total Movements Housing Subsidy at the end of each month, in arrears, through your Total Movements designated payroll account. The Housing Subsidy is subject to the terms and conditions Total Movements Housing Subsidy Guideline.
- Retirement Plan – You shall be included in the Total Movements retirement plan offered to its regular employees upon appointment for regular employment. This plan may be changed by Total Movements or its retirement fund from time to time.
- Transportation – You shall be reimbursed upon submission of expense report supported with valid official receipts for any official business trips. The reimbursement of transportation expenses is subject to the terms and conditions of Total Movements Transportation Guideline.
- Expenses – You shall be reimbursed for miscellaneous expenses such as meals and accommodation on your official business trips upon submission of an appropriate expense report supported with actual official receipts.
- Annual Medicine Allowance – You shall be entitled to this benefit as provided for by Total Movements Annual Medicine Allowance Guideline.
- Life Insurance Plan – You shall be entitled to Total Movements life insurance plan. This plan may be changed by Total Movements or its providers from time to time.
- Leave – You shall be entitled to Company-sponsored leaves and government-mandated leaves as provided for by Total Movements Vacation/Emergency and Sick Leave Guideline, Bereavement Leave Guideline, Paternity and Maternity Guidelines, Calamity Leave, Parental Leave for Solo Parent Guideline, Special Leave for Women Guideline, Leave for Victims of Violence Against Women and their Children (VAWC) Guideline.
- Relocation Cost – A non-Bataan resident shall be entitled to Total Movements relocation allowances subject to the terms and conditions of Total Movements Relocation Assistance Guideline.



- **Working Hours**

In view of the Compressed Workweek scheme implemented by Total Movements in the plant, your daily working hours shall conform to the schedule designed by the Management and your weekly working hours shall not exceed forty-eight (48) hours. For emergency work and work rendered during official holidays both with written authorization, you shall be entitled to an additional compensation in accordance with the Company's policies. Total Movements reserves the right to change your hours of work or work schedule as well as your duties as it deems necessary.

- **Taxation**

All compensation and benefits provided hereunder shall be subject to applicable Philippine income tax and other withholding obligations. Total Movements, at the end of each tax year, will provide you with a certification on income and taxes paid on your behalf to the Philippines tax agency.

- **Confidentiality and Non-Disclosure**

For the duration of the Agreement and three (3) years thereafter, the Employee may not divulge to any person any trade or company secret or any other confidential information concerning Total Movements business or affairs without obtaining prior written consent from the General Manager or any other officer designated by the President and COO.

- **Arbitration**

Any dispute or controversy arising under or in connection with this Letter shall be settled first by mediation and, if mediation is not successful, then by arbitration to be conducted before a panel of three (3) arbitrators in Manila, Philippines in accordance with the Philippine Arbitration Law (otherwise known as Republic Act 876 and its implementing rules) then in effect. Judgment may be entered on the arbitrator's award in any court having jurisdiction; provided, however, that Total Movements shall be entitled to seek a restraining order or injunction in any court of competent jurisdiction to prevent any continuation of any violation of the provisions set forth under the Employee Confidentiality and Non-Disclosure Agreement. You and Total Movements hereby consent that such restraining order or injunction may be granted without the necessity of either you or Total Movements posting any bond. The amount of fees and expense of the arbitrators to be borne by each party shall be determined by the arbitrators.

You will be required to comply with all of the personnel policies and procedures of Total Movements to the extent that they apply to your specific assignment. In particular, it is the policy of Total Movements to comply with the letter and spirit of the laws of all countries in which they do business. Movements to conduct its business in conformity with the highest ethical standards. Your acceptance of our offer will evidence your agreement to abide by all such policies and procedures including **Code of Business Conduct**, a copy which is attached.



Either party may summarily terminate this Agreement, without any prior notice, for cause, subject to such termination being reduced to writing. This Agreement may be terminated by Total Movements without any payment in the case of gross misconduct or dishonesty (which shall include, but not be limited to, a breach of the Total Movements policies and procedures) on the part of the Employee or other causes under the law.

This Letter describes Total Movements offer of employment to you and is intended to be the final expression of our agreement with respect to your employment by Total Movements. It is further intended that this Letter shall constitute the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial, administrative or other legal proceeding to vary the terms of this Letter. This Letter may not be contradicted by evidence of any prior or contemporaneous agreement.

This Letter may not be modified, amended, or terminated except by an instrument in writing, signed by both you and Total Movements. This Letter shall be governed, construed, interpreted and enforced in accordance with the substantive laws of the Philippines.

If our offer on the terms and conditions set forth above is acceptable to you, please indicate your acceptance in the space below and return this Letter to me as soon as possible.

We are confident that Total Movements will offer you a challenging and rewarding long term opportunity. We look forward to your acceptance of our offer and to working with you.

Thank you.

Sincerely yours,

A handwritten signature in cursive script that reads "Clayton".

Adrian Paul Clayton

General Manager



Date: 19-04-2023

Dear **BALAMURUGAN S,**

We are glad at **TOTAL MOVEMENTS** to offer you job as **MANAGEMENT TRAINEE**. This offer is conditional depending on your performance evaluation and attitude on your probationary period. You date of Joining on 04/05/2023.

When you start your work, you will receive a payment of 3.5 Lakhs per Annum, every your regular salary, you are eligible to receive a free medical and dental service to our institution, free meals per duty, holiday rest and hospital benefits. Upon confirming this letter, you are expected to follow the company rules and regulations upon your start of work, any breach of the rules or contract may be used against you and for your termination.

- **Benefits**

Your monthly gross salary shall be paid on a monthly basis commencing on **May 1st 2023**.

This shall be subject to any and all required contributions, deductions or withholdings under the laws of the Republic of the Philippines including but not limited to:

- SSS contribution
- PhilHealth contributions
- Pag-IBIG contribution
- Withholding tax
- Rice Allowance – Your monthly gross salary includes the rice allowance of One Thousand Five Hundred Rupees (Rs.1,500.00).
- Laundry Allowance – Your monthly gross salary includes the laundry allowance of Three Hundred Rupees (Rs.300.00).
- Cash Medical Allowance – Your monthly gross salary includes the cash medical allowance of One Hundred Twenty Five Pesos (Rs. 125.00).

- **Other Allowances and Benefits During Employment**

While you are based in Bataan and working at the Project site, you will be provided with the following allowances and benefits subject to the terms and conditions of Total Movements policies and guidelines:

- 13th Month Pay – You shall be provided 13th Month Pay on pro-rata basis as guaranteed by law.
- Performance Bonus – You will be entitled to an annual performance bonus of up to three (3) month's gross salary. The amount of the bonus shall be computed in accordance with the Company's Performance Bonus Guideline.

This benefit may be terminated or modified by the Management Committee at their sole discretion. The provisions of this policy may change at any time without prior notice to the employees. This benefit is not convertible to any other form of benefits implemented in Total Movements.

- Educational Assistance - You shall be entitled to Total Movements Educational Assistance to help you and your family in the payment of educational expenses. The Educational Assistance is subject to the terms and conditions of Total Movements Educational Assistance Guideline.
- Medical Insurance Plan – You shall be entitled to Total Movements medical insurance. This plan may be changed by Total Movements or its providers from time to time.
- Housing Subsidy – You shall be entitled to Total Movements Housing Subsidy at the end of each month, in arrears, through your Total Movements designated payroll account. The Housing Subsidy is subject to the terms and conditions Total Movements Housing Subsidy Guideline.
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- Expenses – You shall be reimbursed for miscellaneous expenses such as meals and accommodation on your official business trips upon submission of an appropriate expense report supported with actual official receipts.
- Annual Medicine Allowance – You shall be entitled to this benefit as provided for by Total Movements Annual Medicine Allowance Guideline.
- Life Insurance Plan – You shall be entitled to Total Movements life insurance plan. This plan may be changed by Total Movements or its providers from time to time.
- Leave – You shall be entitled to Company-sponsored leaves and government-mandated leaves as provided for by Total Movements Vacation/Emergency and Sick Leave Guideline, Bereavement Leave Guideline, Paternity and Maternity Guidelines, Calamity Leave, Parental Leave for Solo Parent Guideline, Special Leave for Women Guideline, Leave for Victims of Violence against Women and their Children (VAWC) Guideline.
- Relocation Cost – A non-Bataan resident shall be entitled to Total Movements relocation allowances subject to the terms and conditions of Total Movements Relocation Assistance Guideline.

- **Working Hours**

In view of the Compressed Workweek scheme implemented by Total Movements in the plant, your daily working hours shall conform to the schedule designed by the Management and your weekly working hours shall not exceed forty-eight (48) hours. For emergency work and work rendered during official holidays both with written authorization, you shall be entitled to an additional compensation in accordance with the Company's policies. Total Movements reserves the right to change your hours of work or work schedule as well as your duties as it deems necessary.

- **Taxation**

All compensation and benefits provided hereunder shall be subject to applicable Philippine income tax and other withholding obligations. Total Movements, at the end of each tax year, will provide you with a certification on income and taxes paid on your behalf to the Philippines tax agency.

- **Confidentiality and Non-Disclosure**

For the duration of the Agreement and three (3) years thereafter, the Employee may not divulge to any person any trade or company secret or any other confidential information concerning Total Movements business or affairs without obtaining prior written consent from the General Manager or any other officer designated by the President and COO.

- **Arbitration**

Any dispute or controversy arising under or in connection with this Letter shall be settled first by mediation and, if mediation is not successful, then by arbitration to be conducted before a panel of three (3) arbitrators in Manila, Philippines in accordance with the Philippine Arbitration Law (otherwise known as Republic Act 876 and its implementing rules) then in effect. Judgment may be entered on the arbitrator's award in any court having jurisdiction; provided, however, that Total Movements shall be entitled to seek a restraining order or injunction in any court of competent jurisdiction to prevent any continuation of any violation of the provisions set forth under the Employee Confidentiality and Non-Disclosure Agreement. You and Total Movements hereby consent that such restraining order or injunction may be granted without the necessity of either you or Total Movements posting any bond. The amount of fees and expense of the arbitrators to be borne by each party shall be determined by the arbitrators.

You will be required to comply with all of the personnel policies and procedures of Total Movements to the extent that they apply to your specific assignment. In particular, it is the policy of Total Movements to comply with the letter and spirit of the laws of all countries in which they do business. Movements to conduct its business in conformity with the highest ethical standards. Your acceptance of our offer will evidence your agreement to abide by all such policies and procedures including **Code of Business Conduct**, a copy which is attached.



Either party may summarily terminate this Agreement, without any prior notice, for cause, subject to such termination being reduced to writing. This Agreement may be terminated by Total Movements without any payment in the case of gross misconduct or dishonesty (which shall include, but not be limited to, a breach of the Total Movements policies and procedures) on the part of the Employee or other causes under the law.

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We are confident that Total Movements will offer you a challenging and rewarding long term opportunity. We look forward to your acceptance of our offer and to working with you.

Thank you.

Sincerely yours,

A handwritten signature in cursive script that reads "Clayton".

Adrian Paul Clayton

General Manager



Date: 19-04-2023

Dear **ASWINI KRISHNA**,

We are glad at **TOTAL MOVEMENTS** to offer you job as **MANAGEMENT TRAINEE**. This offer is conditional depending on your performance evaluation and attitude on your probationary period. You date of Joining on 04/05/2023.

When you start your work, you will receive a payment of 3.5 Lakhs per Annum, every your regular salary, you are eligible to receive a free medical and dental service to our institution, free meals per duty, holiday rest and hospital benefits. Upon confirming this letter, you are expected to follow the company rules and regulations upon your start of work, any breach of the rules or contract may be used against you and for your termination.

- **Benefits**

Your monthly gross salary shall be paid on a monthly basis commencing on **May 1st 2023**.

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- **Working Hours**

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- **Taxation**

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We are confident that Total Movements will offer you a challenging and rewarding long term opportunity. We look forward to your acceptance of our offer and to working with you.

Thank you.

Sincerely yours,

A handwritten signature in cursive script that reads "Clayton".

Adrian Paul Clayton

General Manager



Date: 19-04-2023

Dear **PRIYATHARSHAN A,**

We are glad at **TOTAL MOVEMENTS** to offer you job as **MANAGEMENT TRAINEE**. This offer is conditional depending on your performance evaluation and attitude on your probationary period. You date of Joining on 04/05/2023.

When you start your work, you will receive a payment of 3.5 Lakhs per Annum, every your regular salary, you are eligible to receive a free medical and dental service to our institution, free meals per duty, holiday rest and hospital benefits. Upon confirming this letter, you are expected to follow the company rules and regulations upon your start of work, any breach of the rules or contract may be used against you and for your termination.

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- Rice Allowance – Your monthly gross salary includes the rice allowance of One Thousand Five Hundred Rupees (Rs.1,500.00).
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 - Cash Medical Allowance – Your monthly gross salary includes the cash medical allowance of One Hundred Twenty Five Pesos (Rs. 125.00).

- **Other Allowances and Benefits During Employment**

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- Retirement Plan – You shall be included in the Total Movements retirement plan offered to its regular employees upon appointment for regular employment. This plan may be changed by Total Movements or its retirement fund from time to time.
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- Expenses – You shall be reimbursed for miscellaneous expenses such as meals and accommodation on your official business trips upon submission of an appropriate expense report supported with actual official receipts.
- Annual Medicine Allowance – You shall be entitled to this benefit as provided for by Total Movements Annual Medicine Allowance Guideline.
- Life Insurance Plan – You shall be entitled to Total Movements life insurance plan. This plan may be changed by Total Movements or its providers from time to time.
- Leave – You shall be entitled to Company-sponsored leaves and government-mandated leaves as provided for by Total Movements Vacation/Emergency and Sick Leave Guideline, Bereavement Leave Guideline, Paternity and Maternity Guidelines, Calamity Leave, Parental Leave for Solo Parent Guideline, Special Leave for Women Guideline, Leave for Victims of Violence Against Women and their Children (VAWC) Guideline.
- Relocation Cost – A non-Bataan resident shall be entitled to Total Movements relocation allowances subject to the terms and conditions of Total Movements Relocation Assistance Guideline.

- **Working Hours**

In view of the Compressed Workweek scheme implemented by Total Movements in the plant, your daily working hours shall conform to the schedule designed by the Management and your weekly working hours shall not exceed forty-eight (48) hours. For emergency work and work rendered during official holidays both with written authorization, you shall be entitled to an additional compensation in accordance with the Company's policies. Total Movements reserves the right to change your hours of work or work schedule as well as your duties as it deems necessary.

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All compensation and benefits provided hereunder shall be subject to applicable Philippine income tax and other withholding obligations. Total Movements, at the end of each tax year, will provide you with a certification on income and taxes paid on your behalf to the Philippines tax agency.

- **Confidentiality and Non-Disclosure**

For the duration of the Agreement and three (3) years thereafter, the Employee may not divulge to any person any trade or company secret or any other confidential information concerning Total Movements business or affairs without obtaining prior written consent from the General Manager or any other officer designated by the President and COO.

- **Arbitration**

Any dispute or controversy arising under or in connection with this Letter shall be settled first by mediation and, if mediation is not successful, then by arbitration to be conducted before a panel of three (3) arbitrators in Manila, Philippines in accordance with the Philippine Arbitration Law (otherwise known as Republic Act 876 and its implementing rules) then in effect. Judgment may be entered on the arbitrator's award in any court having jurisdiction; provided, however, that Total Movements shall be entitled to seek a restraining order or injunction in any court of competent jurisdiction to prevent any continuation of any violation of the provisions set forth under the Employee Confidentiality and Non-Disclosure Agreement. You and Total Movements hereby consent that such restraining order or injunction may be granted without the necessity of either you or Total Movements posting any bond. The amount of fees and expense of the arbitrators to be borne by each party shall be determined by the arbitrators.

You will be required to comply with all of the personnel policies and procedures of Total Movements to the extent that they apply to your specific assignment. In particular, it is the policy of Total Movements to comply with the letter and spirit of the laws of all countries in which they do business. Movements to conduct its business in conformity with the highest ethical standards. Your acceptance of our offer will evidence your agreement to abide by all such policies and procedures including **Code of Business Conduct**, a copy which is attached.



Either party may summarily terminate this Agreement, without any prior notice, for cause, subject to such termination being reduced to writing. This Agreement may be terminated by Total Movements without any payment in the case of gross misconduct or dishonesty (which shall include, but not be limited to, a breach of the Total Movements policies and procedures) on the part of the Employee or other causes under the law.

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Thank you.

Sincerely yours,

Adrian Paul Clayton

General Manager

Date: 19-04-2023

Dear **SYED ANWAR S,**

We are glad at **TOTAL MOVEMENTS** to offer you job as **MANAGEMENT TRAINEE**. This offer is conditional depending on your performance evaluation and attitude on your probationary period. You date of Joining on 04/05/2023.

When you start your work, you will receive a payment of 3.5 Lakhs per Annum, every your regular salary, you are eligible to receive a free medical and dental service to our institution, free meals per duty, holiday rest and hospital benefits. Upon confirming this letter, you are expected to follow the company rules and regulations upon your start of work, any breach of the rules or contract may be used against you and for your termination.

- **Benefits**

Your monthly gross salary shall be paid on a monthly basis commencing on **May 1st 2023**.

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- SSS contribution
 - PhilHealth contributions
 - Pag-IBIG contribution
 - Withholding tax
- Rice Allowance – Your monthly gross salary includes the rice allowance of One Thousand Five Hundred Rupees (Rs.1,500.00).
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This benefit may be terminated or modified by the Management Committee at their sole discretion. The provisions of this policy may change at any time without prior notice to the employees. This benefit is not convertible to any other form of benefits implemented in Total Movements.

- Educational Assistance - You shall be entitled to Total Movements Educational Assistance to help you and your family in the payment of educational expenses. The Educational Assistance is subject to the terms and conditions of Total Movements Educational Assistance Guideline.
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Adrian Paul Clayton

General Manager



Date: 19-04-2023

Dear **KING ROCKSON A,**

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Thank you.

Sincerely yours,

A handwritten signature in cursive script that reads "Clayton".

Adrian Paul Clayton

General Manager

Date: 19-04-2023

Dear RAMU P,

We are glad at **TOTAL MOVEMENTS** to offer you job as **MANAGEMENT TRAINEE**. This offer is conditional depending on your performance evaluation and attitude on your probationary period. You date of Joining on 04/05/2023.

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General Manager

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Any dispute or controversy arising under or in connection with this Letter shall be settled first by mediation and, if mediation is not successful, then by arbitration to be conducted before a panel of three (3) arbitrators in Manila, Philippines in accordance with the Philippine Arbitration Law (otherwise known as Republic Act 876 and its implementing rules) then in effect. Judgment may be entered on the arbitrator's award in any court having jurisdiction; provided, however, that Total Movements shall be entitled to seek a restraining order or injunction in any court of competent jurisdiction to prevent any continuation of any violation of the provisions set forth under the Employee Confidentiality and Non-Disclosure Agreement. You and Total Movements hereby consent that such restraining order or injunction may be granted without the necessity of either you or Total Movements posting any bond. The amount of fees and expense of the arbitrators to be borne by each party shall be determined by the arbitrators.

You will be required to comply with all of the personnel policies and procedures of Total Movements to the extent that they apply to your specific assignment. In particular, it is the policy of Total Movements to comply with the letter and spirit of the laws of all countries in which they do business. Movements to conduct its business in conformity with the highest ethical standards. Your acceptance of our offer will evidence your agreement to abide by all such policies and procedures including **Code of Business Conduct**, a copy which is attached.



Either party may summarily terminate this Agreement, without any prior notice, for cause, subject to such termination being reduced to writing. This Agreement may be terminated by Total Movements without any payment in the case of gross misconduct or dishonesty (which shall include, but not be limited to, a breach of the Total Movements policies and procedures) on the part of the Employee or other causes under the law.

This Letter describes Total Movements offer of employment to you and is intended to be the final expression of our agreement with respect to your employment by Total Movements. It is further intended that this Letter shall constitute the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial, administrative or other legal proceeding to vary the terms of this Letter. This Letter may not be contradicted by evidence of any prior or contemporaneous agreement.

This Letter may not be modified, amended, or terminated except by an instrument in writing, signed by both you and Total Movements. This Letter shall be governed, construed, interpreted and enforced in accordance with the substantive laws of the Philippines.

If our offer on the terms and conditions set forth above is acceptable to you, please indicate your acceptance in the space below and return this Letter to me as soon as possible.

We are confident that Total Movements will offer you a challenging and rewarding long term opportunity. We look forward to your acceptance of our offer and to working with you.

Thank you.

Sincerely yours,

Adrian Paul Clayton

General Manager

Strictly Private & Confidential

11th March 2024

Dear **DEEPAK KUMAR P,**

On behalf of the Company, we have pleasure in offering you an appointment as **Graduate Engineer Trainee**. You will be employed under **TVS LUCAS** on the following terms and conditions.

Location & Transferability:

You will be allowed to work remotely / Chennai. However, based on business exigencies you may be relocated by the company anywhere in India. You may be transferred to a different position at the Company pursuant to the requirements of the Company.

Remuneration:

Your Total Fixed Pay is **INR 4, 00,000/- per Annum** for the first 3-month period. This will be subject to revision thereafter. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company policies.

Probation:

At your level, there is no probation period. You are deemed to be a confirmed employee of the company effective your date of commencement.

Notice of Termination:

If you were associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest.

Annual Leave:

You will be entitled to leave in accordance with the Company rules. Please refer to the detailed pol on the same. In the first year, your entitlement will be pro-rated from the commencement date employment.



Company Policies, Procedures and Regulatory Requirements:

You must:

- Comply with all internal policies and procedures from time to time issued by the Company through staff handbook, other documents and communication to its employees; and comply with all laws and industry codes of practice relevant to your role
- Obey all lawful directions given to you by or under the authority of the Company.
- Not have been associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest

Your agreement to be bound by this clause is a condition of your employment.

Duties:

Exclusion of Other Occupations:

During your term of employment, you shall not, without the prior written consent of the Company, engage or be concerned either directly or indirectly as principal, agent, director, employee, or otherwise in any other trade, business, occupation or private professional practice.

Confidentiality:

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive are observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and the Company. You understand, accept and agree that the Company may store and maintain the personal details provided by you to the Company at any time during your employment with the Company or terms of your employment with the Company and make use of or share these details for the legitimate purposes, in or outside India.



Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the company, such developments will be fully communicated to the company and will remain sole right / property of the company. By signing this employment agreement you assign to the company all proprietary rights including all ownership rights and copyright and the exclusive right to develop, make, use, sell, license or otherwise benefit from any inventions, discoveries, processes and improvements, made by you during your employment with the Company, and agree to execute any further document that is necessary or desirable to give full effect to your obligations in this paragraph

Retirement/Superannuation :

You shall retire from the services of the Company on reaching the age of Superannuation (58), automatically and without any prior notice. However, the Company shall have the right to retire you earlier from the services of the Company any time “after you attain the age of fifty five”, if you are not physically or mentally fit to perform the required duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. The Company shall not be liable to pay you any extra cost other than the cost payable under your employment agreement.

Whole Agreement:

On behalf of the Company, we extend to you a warm welcome and wish you every success in your career with **TVS LUCAS Pvt Ltd.** Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate of this Contract to us.

Yours sincerely,

For and on behalf of

TVS LUCAS PVT LTD.

**Raveendra K
Director**

Confirmed and accepted by:

Name

Date



Strictly Private & Confidential

11th March 2024

Dear **GANESHRAJ**,

On behalf of the Company, we have pleasure in offering you an appointment as **Graduate Engineer Trainee**. You will be employed under **TVS LUCAS** on the following terms and conditions.

Location & Transferability:

You will be allowed to work remotely / Chennai. However, based on business exigencies you may be relocated by the company anywhere in India. You may be transferred to a different position at the Company pursuant to the requirements of the Company.

Remuneration:

Your Total Fixed Pay is **INR 4, 00,000/- per Annum** for the first 3-month period. This will be subject to revision thereafter. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company policies.

Probation:

At your level, there is no probation period. You are deemed to be a confirmed employee of the company effective your date of commencement.

Notice of Termination:

If you were associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest.

Annual Leave:

You will be entitled to leave in accordance with the Company rules. Please refer to the detailed pol on the same. In the first year, your entitlement will be pro-rated from the commencement date employment.



Company Policies, Procedures and Regulatory Requirements:

You must:

- Comply with all internal policies and procedures from time to time issued by the Company through staff handbook, other documents and communication to its employees; and comply with all laws and industry codes of practice relevant to your role
- Obey all lawful directions given to you by or under the authority of the Company.
- Not have been associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest

Your agreement to be bound by this clause is a condition of your employment.

Duties:

Exclusion of Other Occupations:

During your term of employment, you shall not, without the prior written consent of the Company, engage or be concerned either directly or indirectly as principal, agent, director, employee, or otherwise in any other trade, business, occupation or private professional practice.

Confidentiality:

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive are observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and the Company. You understand, accept and agree that the Company may store and maintain the personal details provided by you to the Company at any time during your employment with the Company or terms of your employment with the Company and make use of or share these details for the legitimate purposes, in or outside India.



Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the company, such developments will be fully communicated to the company and will remain sole right / property of the company. By signing this employment agreement you assign to the company all proprietary rights including all ownership rights and copyright and the exclusive right to develop, make, use, sell, license or otherwise benefit from any inventions, discoveries, processes and improvements, made by you during your employment with the Company, and agree to execute any further document that is necessary or desirable to give full effect to your obligations in this paragraph

Retirement/Superannuation :

You shall retire from the services of the Company on reaching the age of Superannuation (58), automatically and without any prior notice. However, the Company shall have the right to retire you earlier from the services of the Company any time “after you attain the age of fifty five”, if you are not physically or mentally fit to perform the required duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. The Company shall not be liable to pay you any extra cost other than the cost payable under your employment agreement.

Whole Agreement:

On behalf of the Company, we extend to you a warm welcome and wish you every success in your career with **TVS LUCAS Pvt Ltd.** Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate of this Contract to us.

Yours sincerely,

For and on behalf of

TVS LUCAS PVT LTD.

**Raveendra K
Director**

Confirmed and accepted by:

Name

Date



Strictly Private & Confidential

11th March 2024

Dear **HARISHCHARAN**,

On behalf of the Company, we have pleasure in offering you an appointment as **Graduate Engineer Trainee**. You will be employed under **TVS LUCAS** on the following terms and conditions.

Location & Transferability:

You will be allowed to work remotely / Chennai. However, based on business exigencies you may be relocated by the company anywhere in India. You may be transferred to a different position at the Company pursuant to the requirements of the Company.

Remuneration:

Your Total Fixed Pay is **INR 4, 00,000/- per Annum** for the first 3-month period. This will be subject to revision thereafter. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company policies.

Probation:

At your level, there is no probation period. You are deemed to be a confirmed employee of the company effective your date of commencement.

Notice of Termination:

If you were associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest.

Annual Leave:

You will be entitled to leave in accordance with the Company rules. Please refer to the detailed pol on the same. In the first year, your entitlement will be pro-rated from the commencement date employment.



Company Policies, Procedures and Regulatory Requirements:

You must:

- Comply with all internal policies and procedures from time to time issued by the Company through staff handbook, other documents and communication to its employees; and comply with all laws and industry codes of practice relevant to your role
- Obey all lawful directions given to you by or under the authority of the Company.
- Not have been associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest

Your agreement to be bound by this clause is a condition of your employment.

Duties:

Exclusion of Other Occupations:

During your term of employment, you shall not, without the prior written consent of the Company, engage or be concerned either directly or indirectly as principal, agent, director, employee, or otherwise in any other trade, business, occupation or private professional practice.

Confidentiality:

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive are observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and the Company. You understand, accept and agree that the Company may store and maintain the personal details provided by you to the Company at any time during your employment with the Company or terms of your employment with the Company and make use of or share these details for the legitimate purposes, in or outside India.



Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the company, such developments will be fully communicated to the company and will remain sole right / property of the company. By signing this employment agreement you assign to the company all proprietary rights including all ownership rights and copyright and the exclusive right to develop, make, use, sell, license or otherwise benefit from any inventions, discoveries, processes and improvements, made by you during your employment with the Company, and agree to execute any further document that is necessary or desirable to give full effect to your obligations in this paragraph

Retirement/Superannuation :

You shall retire from the services of the Company on reaching the age of Superannuation (58), automatically and without any prior notice. However, the Company shall have the right to retire you earlier from the services of the Company any time “after you attain the age of fifty five”, if you are not physically or mentally fit to perform the required duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. The Company shall not be liable to pay you any extra cost other than the cost payable under your employment agreement.

Whole Agreement:

On behalf of the Company, we extend to you a warm welcome and wish you every success in your career with **TVS LUCAS Pvt Ltd.** Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate of this Contract to us.

Yours sincerely,

For and on behalf of

TVS LUCAS PVT LTD.

**Raveendra K
Director**

Confirmed and accepted by:

Name

Date



Strictly Private & Confidential

11th March 2024

Dear **YOKESH S,**

On behalf of the Company, we have pleasure in offering you an appointment as **Graduate Engineer Trainee**. You will be employed under **TVS LUCAS** on the following terms and conditions.

Location & Transferability:

You will be allowed to work remotely / Chennai. However, based on business exigencies you may be relocated by the company anywhere in India. You may be transferred to a different position at the Company pursuant to the requirements of the Company.

Remuneration:

Your Total Fixed Pay is **INR 4, 00,000/- per Annum** for the first 3-month period. This will be subject to revision thereafter. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company policies.

Probation:

At your level, there is no probation period. You are deemed to be a confirmed employee of the company effective your date of commencement.

Notice of Termination:

If you were associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest.

Annual Leave:

You will be entitled to leave in accordance with the Company rules. Please refer to the detailed pol on the same. In the first year, your entitlement will be pro-rated from the commencement date employment.



Company Policies, Procedures and Regulatory Requirements:

You must:

- Comply with all internal policies and procedures from time to time issued by the Company through staff handbook, other documents and communication to its employees; and comply with all laws and industry codes of practice relevant to your role
- Obey all lawful directions given to you by or under the authority of the Company.
- Not have been associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest

Your agreement to be bound by this clause is a condition of your employment.

Duties:

Exclusion of Other Occupations:

During your term of employment, you shall not, without the prior written consent of the Company, engage or be concerned either directly or indirectly as principal, agent, director, employee, or otherwise in any other trade, business, occupation or private professional practice.

Confidentiality:

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive are observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and the Company. You understand, accept and agree that the Company may store and maintain the personal details provided by you to the Company at any time during your employment with the Company or terms of your employment with the Company and make use of or share these details for the legitimate purposes, in or outside India.



Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the company, such developments will be fully communicated to the company and will remain sole right / property of the company. By signing this employment agreement you assign to the company all proprietary rights including all ownership rights and copyright and the exclusive right to develop, make, use, sell, license or otherwise benefit from any inventions, discoveries, processes and improvements, made by you during your employment with the Company, and agree to execute any further document that is necessary or desirable to give full effect to your obligations in this paragraph

Retirement/Superannuation :

You shall retire from the services of the Company on reaching the age of Superannuation (58), automatically and without any prior notice. However, the Company shall have the right to retire you earlier from the services of the Company any time “after you attain the age of fifty five”, if you are not physically or mentally fit to perform the required duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. The Company shall not be liable to pay you any extra cost other than the cost payable under your employment agreement.

Whole Agreement:

On behalf of the Company, we extend to you a warm welcome and wish you every success in your career with **TVS LUCAS Pvt Ltd.** Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate of this Contract to us.

Yours sincerely,

For and on behalf of

TVS LUCAS PVT LTD.

**Raveendra K
Director**

Confirmed and accepted by:

Name

Date



Strictly Private & Confidential

11th March 2024

Dear **VINOTHKUMAR S,**

On behalf of the Company, we have pleasure in offering you an appointment as **Graduate Engineer Trainee**. You will be employed under **TVS LUCAS** on the following terms and conditions.

Location & Transferability:

You will be allowed to work remotely / Chennai. However, based on business exigencies you may be relocated by the company anywhere in India. You may be transferred to a different position at the Company pursuant to the requirements of the Company.

Remuneration:

Your Total Fixed Pay is **INR 4, 00,000/- per Annum** for the first 3-month period. This will be subject to revision thereafter. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company policies.

Probation:

At your level, there is no probation period. You are deemed to be a confirmed employee of the company effective your date of commencement.

Notice of Termination:

If you were associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest.

Annual Leave:

You will be entitled to leave in accordance with the Company rules. Please refer to the detailed pol on the same. In the first year, your entitlement will be pro-rated from the commencement date employment.

Company Policies, Procedures and Regulatory Requirements:

You must:

- Comply with all internal policies and procedures from time to time issued by the Company through staff handbook, other documents and communication to its employees; and comply with all laws and industry codes of practice relevant to your role
- Obey all lawful directions given to you by or under the authority of the Company.
- Not have been associated, involved or found guilty in any offence or any such activity, before you joining the employment with the Company, which in the sole discretion of the Company is prejudicial to the Company's interest

Your agreement to be bound by this clause is a condition of your employment.

Duties:

Exclusion of Other Occupations:

During your term of employment, you shall not, without the prior written consent of the Company, engage or be concerned either directly or indirectly as principal, agent, director, employee, or otherwise in any other trade, business, occupation or private professional practice.

Confidentiality:

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive are observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and the Company. You understand, accept and agree that the Company may store and maintain the personal details provided by you to the Company at any time during your employment with the Company or terms of your employment with the Company and make use of or share these details for the legitimate purposes, in or outside India.



Protection of Interest:

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the company, such developments will be fully communicated to the company and will remain sole right / property of the company. By signing this employment agreement you assign to the company all proprietary rights including all ownership rights and copyright and the exclusive right to develop, make, use, sell, license or otherwise benefit from any inventions, discoveries, processes and improvements, made by you during your employment with the Company, and agree to execute any further document that is necessary or desirable to give full effect to your obligations in this paragraph

Retirement/Superannuation :

You shall retire from the services of the Company on reaching the age of Superannuation (58), automatically and without any prior notice. However, the Company shall have the right to retire you earlier from the services of the Company any time “after you attain the age of fifty five”, if you are not physically or mentally fit to perform the required duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. The Company shall not be liable to pay you any extra cost other than the cost payable under your employment agreement.

Whole Agreement:

On behalf of the Company, we extend to you a warm welcome and wish you every success in your career with **TVS LUCAS Pvt Ltd.** Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate of this Contract to us.

Yours sincerely,

For and on behalf of

TVS LUCAS PVT LTD.

**Raveendra K
Director**

Confirmed and accepted by:

Name

Date



Offer Letter

Dear **BALASUBRAMANI S**

Ultra Tech is pleased to offer you the full-time position of (**Management Trainee-Sales/Marketing**). This offer is contingent upon the successful completion of all background and reference checks and required documentation.

Other terms and conditions of your employment are as follows:

The starting salary for this position is 50,000/- per month [annualized to INR 6, 00,000], in accordance with **Ultra Tech** standard payroll practices for salaried employees.

On your first day of employment, you will be given additional information about **Ultra Tech's** procedures, policies, benefit programs and more.

Please note that your employment with **Ultra Tech** constitutes “at will” employment and is not for a specified period. As a result, you are free to resign at any time, for any reason or for no reason.

Likewise, **Ultra Tech** is free to end its employment relationship with you at any time, with or without cause.

Please review the enclosed At-Will Employment Confirmation and the enclosed Confidentiality Agreement.

These documents should be signed by or on your first day of work.

At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.



UltraTech
C E M E N T
The Engineer's Choice

- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

Sincerely,

Hiring Coordinator-HR
ULTRA TECH

If you accept this job offer, your start date with Ultra Tech will be June 5th 2024 and you will be working at the Chennai location.

ACCEPTED AND AGREED:

By: _____
signature

Date: _____

Name



Offer Letter

Dear **SRIVATHSAN S**

Ultra Tech is pleased to offer you the full-time position of (**Management Trainee-Sales/Marketing**). This offer is contingent upon the successful completion of all background and reference checks and required documentation.

Other terms and conditions of your employment are as follows:

The starting salary for this position is 50,000/- per month [annualized to INR 6, 00,000], in accordance with **Ultra Tech** standard payroll practices for salaried employees.

On your first day of employment, you will be given additional information about **Ultra Tech's** procedures, policies, benefit programs and more.

Please note that your employment with **Ultra Tech** constitutes "at will" employment and is not for a specified period. As a result, you are free to resign at any time, for any reason or for no reason.

Likewise, **Ultra Tech** is free to end its employment relationship with you at any time, with or without cause.

Please review the enclosed At-Will Employment Confirmation and the enclosed Confidentiality Agreement.

These documents should be signed by or on your first day of work.

At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.



UltraTech
C E M E N T
The Engineer's Choice

- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

Sincerely,

Hiring Coordinator-HR
ULTRA TECH

If you accept this job offer, your start date with Ultra Tech will be June 5th 2024 and you will be working at the Chennai location.

ACCEPTED AND AGREED:

By: _____
signature

Date: _____

Name



Offer Letter

Dear **BHUVANKUMAR A**

Ultra Tech is pleased to offer you the full-time position of (**Management Trainee-Sales/Marketing**). This offer is contingent upon the successful completion of all background and reference checks and required documentation.

Other terms and conditions of your employment are as follows:

The starting salary for this position is 50,000/- per month [annualized to INR 6, 00,000], in accordance with **Ultra Tech** standard payroll practices for salaried employees.

On your first day of employment, you will be given additional information about **Ultra Tech's** procedures, policies, benefit programs and more.

Please note that your employment with **Ultra Tech** constitutes "at will" employment and is not for a specified period. As a result, you are free to resign at any time, for any reason or for no reason.

Likewise, **Ultra Tech** is free to end its employment relationship with you at any time, with or without cause.

Please review the enclosed At-Will Employment Confirmation and the enclosed Confidentiality Agreement.

These documents should be signed by or on your first day of work.

At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.



UltraTech
C E M E N T
The Engineer's Choice

- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

Sincerely,

Hiring Coordinator-HR
ULTRA TECH

If you accept this job offer, your start date with Ultra Tech will be June 5th 2024 and you will be working at the Chennai location.

ACCEPTED AND AGREED:

By: _____
signature

Date: _____

Name

Offer Letter

Dear SHANMUGA BHARATHI P K

Ultra Tech is pleased to offer you the full-time position of (**Management Trainee-Sales/Marketing**). This offer is contingent upon the successful completion of all background and reference checks and required documentation.

Other terms and conditions of your employment are as follows:

The starting salary for this position is 50,000/- per month [annualized to INR 6, 00,000], in accordance with **Ultra Tech** standard payroll practices for salaried employees.

On your first day of employment, you will be given additional information about **Ultra Tech's** procedures, policies, benefit programs and more.

Please note that your employment with **Ultra Tech** constitutes “at will” employment and is not for a specified period. As a result, you are free to resign at any time, for any reason or for no reason.

Likewise, **Ultra Tech** is free to end its employment relationship with you at any time, with or without cause.

Please review the enclosed At-Will Employment Confirmation and the enclosed Confidentiality Agreement.

These documents should be signed by or on your first day of work.

At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.



UltraTech **C E M E N T**

The Engineer's Choice

- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

Sincerely,

Hiring Coordinator-HR
ULTRA TECH

If you accept this job offer, your start date with Ultra Tech will be June 5th 2024 and you will be working at the Chennai location.

ACCEPTED AND AGREED:

By: _____
signature

Date: _____

Name



Offer Letter

Dear **SATHISH KUMAR L**

Ultra Tech is pleased to offer you the full-time position of (**Management Trainee-Sales/Marketing**). This offer is contingent upon the successful completion of all background and reference checks and required documentation.

Other terms and conditions of your employment are as follows:

The starting salary for this position is 50,000/- per month [annualized to INR 6, 00,000], in accordance with **Ultra Tech** standard payroll practices for salaried employees.

On your first day of employment, you will be given additional information about **Ultra Tech's** procedures, policies, benefit programs and more.

Please note that your employment with **Ultra Tech** constitutes “at will” employment and is not for a specified period. As a result, you are free to resign at any time, for any reason or for no reason.

Likewise, **Ultra Tech** is free to end its employment relationship with you at any time, with or without cause.

Please review the enclosed At-Will Employment Confirmation and the enclosed Confidentiality Agreement.

These documents should be signed by or on your first day of work.

At the time of joining submit the following documents

- Original and Photocopies of 10th, 12th and degree in support of your educational qualifications.
- Offer letter & relieving letter from your previous employer and last 3 months pay slip & Bank statement (if applicable).
- Six passport size photo and one stamp size color photo.



UltraTech
C E M E N T
The Engineer's Choice

- Medical fitness certificate from recognized medical practitioner.
- One photo copy of Pan Card if not available apply for it.
- Address proof – driving license/voter id/ passport /ration card photo copy.
- 2 clear Adhar copies.

Sincerely,

Hiring Coordinator-HR
ULTRA TECH

If you accept this job offer, your start date with Ultra Tech will be June 5th 2024 and you will be working at the Chennai location.

ACCEPTED AND AGREED:

By: _____
signature

Date: _____

Name

OFFER LETTER

Date: 10 May 2024

Dear KAUSHIK K.


Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, and offer will stand withdrawn. If you don't report on joining date, then the offer will be deemed to be void or null.

Confidentiality: This is confidential document and you are strictly requested not to share or discuss with anyone. Look forward to your joining our Company.

For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

Annexure-A: - Mr./MS. KAUSHIK K

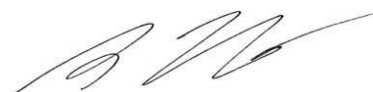
【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
Medical Allowance	833	10,000
Special allowances	6825	81,900
Gross Salary(A)	31050	3,72,600
Transportation Allowance Variable(B)*	1250	15000
EMPLOYER Contribution to PF(C)**	1033	12400
Total salary (A+B+C)	33334	400000

Employer contributes 12% of basic salary as Provident fund and employee has to make equal contribution which will be deducted from Employee Monthly Gross salary towards EPF.

Discretionary Performance Bonus: Employee should be **actively** working on bonus payment date to be eligible for Performance Bonus.

Annual Compensation and all other payments made to you by Company will be pro-rated from date of joining and subject to deduction of taxes at source as per the applicable laws.

For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear KATHIR E.

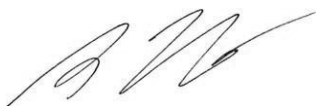
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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. KATHIR E

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear YUVARAJA,

Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, and offer will stand withdrawn. If you don't report on joining date, then the offer will be deemed to be void or null.

Confidentiality: This is confidential document and you are strictly requested not to share or discuss with anyone. Look forward to your joining our Company.

For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. YUVARAJA

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
Medical Allowance	833	10,000
Special allowances	6825	81,900
Gross Salary(A)	31050	3,72,600
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Total salary (A+B+C)	33334	400000

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Annual Compensation and all other payments made to you by Company will be pro-rated from date of joining and subject to deduction of taxes at source as per the applicable laws.

For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear VANMATHIS,


Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, and offer will stand withdrawn. If you don't report on joining date, then the offer will be deemed to be void or null.

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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

Annexure-A: - Mr./MS. VANMATHIS


【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear PRASANTH M.

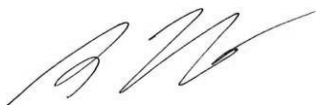
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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. PRASANTH M

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear ARUNACHALAM K,

Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, and offer will stand withdrawn. If you don't report on joining date, then the offer will be deemed to be void or null.

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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. ARUNACHALAM K

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear PRAVEEN KUMAR V,

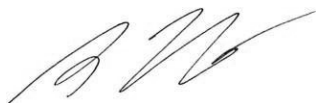
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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. PRAVEEN KUMAR V

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto
Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear SURYA K.

Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, and offer will stand withdrawn. If you don't report on joining date, then the offer will be deemed to be void or null.

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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. SURYA K

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
Medical Allowance	833	10,000
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear THARUN P.


Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. THARUN P

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear VISHWANATH R,

Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, and offer will stand withdrawn. If you don't report on joining date, then the offer will be deemed to be void or null.

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For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. VISHWANATH R

【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto
Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

OFFER LETTER

Date: 10 May 2024

Dear JULIOUS MARI,

Thank you for application and participating in our selection process. We are pleased to offer you a position in our Company UNITED TECHNO PRIVATE LIMITED with the following terms and conditions:

Your employment date will start from your actual day of work start. Please note detailed terms and conditions will be issued to you in Employment Agreement after you join Company. Please sign in this Offer Letter, Annexure-A to signify your acceptance of the same and mail it to UNITED TECHNO PRIVATE LIMITED, failing which it will be presumed that you are not interested, withdrawn. If you don't report on joining date, then the offer will be deemed and offer will stand to be void or null.

Confidentiality: This is confidential document and you are strictly requested not to share or discuss with anyone. Look forward to your joining our Company.

For & on-behalf of

UNITED TECHNO PRIVATE LIMITED



Shinichi Hashimoto

Director-Human Resources

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Annexure-A: - Mr./MS. JULIOUS MARI


【Salary Detail/INR 】	MONTHLY	ANNUAL
Basic Salary	16150	193,800
House Rent Allowance (HRA)	5267	67,520
Leave Travel Allowance (LTA)	1615	19,380
Medical Allowance	833	10,000
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For & on behalf of
UNIQLO INDIA PRIVATE
LIMITED



Shinichi Hashimoto

Director-Human Resources

Acceptance of offer

Signature of candidate:

Date:

VALLHABHA MILK PRODUCTS PRIVATE LIMITED



Reg Off: Sy No.293/C1, C2, Vinukonda By Pass Road, Narasaraopet,
Palnadu District 522601, A.P.

CIN No: U15201AP2017PTC106515

GSTN : AP: 37AAGCV0629K1Z2 TS: 36AAGCV0629K1Z4 MH:
27AAGCV0629K1Z3 TN: 33AAGCV0629K1ZA KA: 29AAGCV0629K1ZZ

Ref: VMPL/HR/23-24,
24-02-2024.

Dear **R ROHITH**,

Offer of Appointment for the position of "**Business Development Executive**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Business Development Executive**" in our organization with the **Gross Salary** of Rupees **2,50,000/- (Two Lakhs and fifty thousand only) per Annum**. We agreed mutually at the time of discussion with you personally.

You shall join duty on before 24-02-2024 you shall be present based at "**Madhavaram SO**" and shall report to **Finance Manager** Please make a note that, this offer shall stand invalid in case of you fail to join on or before the specific date.

A detailed Appointment Letter with all the terms and conditions shall be given to you on your joining the Organisation. You shall produce following self-attested copies us at the time of your joining.

- ✓ All the Educational Certificates Xerox Copies.
- ✓ Relieving letter, service Certificate & Pay slip of current Employer.
- ✓ Aadhaar& Pan Card Xerox Copies.
- ✓ Family Members Aadhar Card Copies.
- ✓ Nationalized Bank Account Pass Book Front Page Xerox Copy.
- ✓ Four Passport Size Photographs.
- ✓ A Post card size family photo graph.

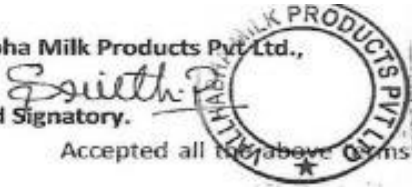
You shall carry all the original documents for verification & confirmation the same.

Please return the copy of this offer of Appointment duly signed as a token of your acceptance for the above-mentioned terms and conditions. Also please mention the expected date of joining in the space provided underneath.

Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

ForVallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

VALLHABHA MILK PRODUCTS PRIVATE LIMITED



Reg Off: Sy No.293/C1, C2, Vinukonda By Pass Road, Narasaraopet,
Palnadu District 522601, A.P.

CIN No: U15201AP2017PTC106515

GSTN : AP: 37AAGCV0629K1Z2 TS: 36AAGCV0629K1Z4 MH:
27AAGCV0629K1Z3 TN: 33AAGCV0629K1ZA KA: 29AAGCV0629K1ZZ

Ref: VMPL/HR/23-24,
24-02-2024.

Dear **SUGANYA B,**

Offer of Appointment for the position of "**Business Development Executive**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Business Development Executive**" in our organization with the **Gross Salary** of Rupees **2,50,000/- (Two Lakhs and fifty thousand only) per Annum**. We agreed mutually at the time of discussion with you personally.

You shall join duty on before 24-02-2024 you shall be present based at "**Madhavaram SO**" and shall report to **Finance Manager** Please make a note that, this offer shall stand invalid in case of you fail to join on or before the specific date.

A detailed Appointment Letter with all the terms and conditions shall be given to you on your joining the Organisation. You shall produce following self-attested copies us at the time of your joining.

- ✓ All the Educational Certificates Xerox Copies.
- ✓ Relieving letter, service Certificate & Pay slip of current Employer.
- ✓ Aadhaar& Pan Card Xerox Copies.
- ✓ Family Members Aadhar Card Copies.
- ✓ Nationalized Bank Account Pass Book Front Page Xerox Copy.
- ✓ Four Passport Size Photographs.
- ✓ A Post card size family photo graph.

You shall carry all the original documents for verification & confirmation the same.

Please return the copy of this offer of Appointment duly signed as a token of your acceptance for the above-mentioned terms and conditions. Also please mention the expected date of joining in the space provided underneath.

Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

VALLHABHA MILK PRODUCTS PRIVATE LIMITED



Reg Off: Sy No.293/C1, C2, Vinukonda By Pass Road, Narasaraopet,
Palnadu District 522601, A.P.

CIN No: U15201AP2017PTC106515

GSTN : AP: 37AAGCV0629K1Z2 TS: 36AAGCV0629K1Z4 MH:
27AAGCV0629K1Z3 TN: 33AAGCV0629K1ZA KA: 29AAGCV0629K1ZZ

Ref: VMPL/HR/23-24,
24-02-2024.

Dear JAYAVARMA M,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary** of Rupees **2,50,000/- (Two Lakhs and fifty thousand only) per Annum**. We agreed mutually at the time of discussion with you personally.

You shall join duty on before 24-02-2024 you shall be present based at "**Madhavaram SO**" and shall report to **Finance Manager** Please make a note that, this offer shall stand invalid in case of you fail to join on or before the specific date.

A detailed Appointment Letter with all the terms and conditions shall be given to you on your joining the Organisation. You shall produce following self-attested copies us at the time of your joining.

- ✓ All the Educational Certificates Xerox Copies.
- ✓ Relieving letter, service Certificate & Pay slip of current Employer.
- ✓ Aadhaar & Pan Card Xerox Copies.
- ✓ Family Members Aadhar Card Copies.
- ✓ Nationalized Bank Account Pass Book Front Page Xerox Copy.
- ✓ Four Passport Size Photographs.
- ✓ A Post card size family photo graph.

You shall carry all the original documents for verification & confirmation the same.

Please return the copy of this offer of Appointment duly signed as a token of your acceptance for the above-mentioned terms and conditions. Also please mention the expected date of joining in the space provided underneath.

Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

For Vallhabha Milk Products Pvt Ltd.,
Authorised Signatory. 


Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

VALLHABHA MILK PRODUCTS PRIVATE LIMITED



Reg Off: Sy No.293/C1, C2, Vinukonda By Pass Road, Narasaraopet,
Palnadu District 522601, A.P.

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Ref: VMPL/HR/23-24,
24-02-2024.

Dear **MIDHAN RAJ R**,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

VALLHABHA MILK PRODUCTS PRIVATE LIMITED



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Ref: VMPL/HR/23-24,
24-02-2024.

Dear **BALA VIKNESH P,**

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary** of Rupees **2,50,000/- (Two Lakhs and fifty thousand only) per Annum**. We agreed mutually at the time of discussion with you personally.

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Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

VALLHABHA MILK PRODUCTS PRIVATE LIMITED



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Ref: VMPL/HR/23-24,
24-02-2024.

Dear **PAVITHRA M,**

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

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Reg Off: Sy No.293/C1, C2, Vinukonda By Pass Road, Narasaraopet,
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Ref: VMPL/HR/23-24,
24-02-2024.

Dear **HARISHKUMAR D**,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

ForVallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

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Ref: VMPL/HR/23-24,
24-02-2024.

Dear ANGEL C,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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ForVallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

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Reg Off: Sy No.293/C1, C2, Vinukonda By Pass Road, Narasaraopet,
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Ref: VMPL/HR/23-24,
24-02-2024.

Dear **SUNAINA R**,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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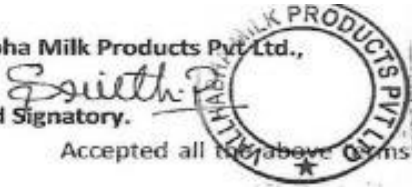
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Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

ForVallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

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Ref: VMPL/HR/23-24,
24-02-2024.

Dear S MANOJ,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



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Expected Date of Joining: _____

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Ref: VMPL/HR/23-24,
24-02-2024.

Dear **R GUNASRI**,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

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Ref: VMPL/HR/23-24,
24-02-2024.

Dear A AKASH,

Offer of Appointment for the position of "**Executive Accounts**".

With reference to your application for the employment and subsequent discussion we had, we are pleased to offer you an appointment as an "**Executive Accounts**" in our organization with the **Gross Salary of Rupees 2,50,000/- (Two Lakhs and fifty thousand only) per Annum.** We agreed mutually at the time of discussion with you personally.

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Wishing you all the best and welcome you to Vallhabha Milk Products Pvt Ltd family

For Vallhabha Milk Products Pvt Ltd.,

Authorised Signatory.



Accepted all the above terms & conditions- Signature: _____

Expected Date of Joining: _____

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

MS. ANGELIN BRINDHA M
Chennai.

Dear **ANGELIN BRINDHAM**,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of "**Associate Consultant**" in our organization at in hand salary Rs. **3,50,000/-per Annum**. This position shall be based at "**Chennai**".

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

1. Proof of age
2. Copies of Educational Certificates duly attested by self
3. Copies of professional Certificates
4. Relieving and experience certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last three month's pay slip or bank statement highlighting salary credit
7. Form 16 (TDS certificate)
8. 3 Passport Size photographs
9. 2 Photo Id Proof (**PAN+ Adhar Card +Voter's card/ DL/ Passport**)
10. Copy of Cancelled Cheque
11. NOC of Previous Company

This offer of Employment is subject to receipt of satisfactory references.

This letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

For, **Vistex Technologies Pvt. Ltd**



Auth. Signatory
Mr. Rahul- Hr Manager

Accepted By:

Date:

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

MS. KAVIYASHREE R
Chennai.

Dear KAVIYASHREE R,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Consultant"** in our organization at in hand salary Rs. **3,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

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For, **Vistex Technologies Pvt. Ltd**



Auth. Signatory
Mr. Rahul- Hr Manager

Accepted By:

Date:



Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

MS. PAVITHRA V
Chennai.

Dear PAVITHRA V,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Consultant"** in our organization at in hand salary Rs. **3,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

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For, **Vistex Technologies Pvt. Ltd**

Auth. Signatory
Mr. Rahul- Hr Manager

Accepted By:

Date:

OFFER LETTER

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

**MS. KANIMOZHIV,
Chennai.**

Dear **KANIMOZHIV,**

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Developer"** in our organization at in hand salary Rs. **4,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

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This offer of Employment is subject to receipt of satisfactory references.

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For, **Vistex Technologies Pvt. Ltd**



**Auth. Signatory
Mr. Rahul- Hr Manager**

Accepted By:

Date:

OFFER LETTER

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

**MS. NIMSHI P,
Chennai.**

Dear NIMSHI P,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Developer"** in our organization at in hand salary Rs. **4,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

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This offer of Employment is subject to receipt of satisfactory references.

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For, **Vistex Technologies Pvt. Ltd**



**Auth. Signatory
Mr. Rahul- Hr Manager**

Accepted By:

Date:

OFFER LETTER

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

**MS. SWETHA P,
Chennai.**

Dear SWETHA P,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Developer"** in our organization at in hand salary Rs. **4,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

1. Proof of age
2. Copies of Educational Certificates duly attested by self
3. Copies of professional Certificates
4. Relieving and experience certificate from the previous employer
5. Appointment letter of the previous employer and salary revision letters
6. Last three month's pay slip or bank statement highlighting salary credit
7. Form 16 (TDS certificate)
8. 3 Passport Size photographs
9. 2 Photo Id Proof (**PAN+ Adhar Card +Voter's card/ DL/ Passport**)
10. Copy of Cancelled Cheque
11. NOC of Previous Company

This offer of Employment is subject to receipt of satisfactory references.

This letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

For, **Vistex Technologies Pvt. Ltd**



**Auth. Signatory
Mr. Rahul- Hr Manager**

Accepted By:

Date:

OFFER LETTER

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

**MS. HANISHKA P,
Chennai.**

Dear HANISHKA P,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Developer"** in our organization at in hand salary Rs. **4,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

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11. NOC of Previous Company

This offer of Employment is subject to receipt of satisfactory references.

This letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

For, **Vistex Technologies Pvt. Ltd**



**Auth. Signatory
Mr. Rahul- Hr Manager**

Accepted By:

Date:

OFFER LETTER

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

**MS. KAVYA V,
Chennai.**

Dear KAVYA V,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Developer"** in our organization at in hand salary Rs. **4,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

1. Proof of age
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11. NOC of Previous Company

This offer of Employment is subject to receipt of satisfactory references.

This letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

For, **Vistex Technologies Pvt. Ltd**



**Auth. Signatory
Mr. Rahul- Hr Manager**

Accepted By:

Date:

OFFER LETTER

Ref. No.: PTPL/HRD/OFFER/99418

Date: 5th July 2024

**MS. PRIYADHARSHINI,
Chennai.**

Dear PRIYADHARSHINI,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Associate Developer"** in our organization at in hand salary Rs. **4,50,000/-per Annum**. This position shall be based at **"Chennai"**.

We would expect you to join as early as possible, but not later than **25th July 2024**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us in writing.

On the date of your joining, you are required to bring along the following:

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This offer of Employment is subject to receipt of satisfactory references.

This letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

For, **Vistex Technologies Pvt. Ltd**



**Auth. Signatory
Mr. Rahul- Hr Manager**

Accepted By:

Date:

Letter of Offer

Date: 07/02/2024

Mr. BHUGANESH N,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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 **Vittae Money** 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.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programmer as set out herein below), during which period you will be appraised for satisfactory performance during/after which **Vittae Money** would normally confirm you.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

Vittae Money 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.



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per **Vittae Money's** compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to **Vittae Money** will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on **Vittae Money's** Compensation and Promotion policy.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in black ink, appearing to read "Kailash C.", written in a cursive style.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. SURENDER D,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Craphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and **Vittae Money** 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.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programmer as set out herein below), during which period you will be appraised for satisfactory performance during/after which **Vittae Money** would normally confirm you.

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Increments and Promotions

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Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. ISAKKIRAJA L,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

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Higher Hospitalization

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

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We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer



Date: 07/02/2024

Mr. VIJAY PRABHAKARANS,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

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Health Insurance Scheme

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Higher Hospitalization

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We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. MOHAMMED SUHAIL AHMED J,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

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Compensation Structure/Salary components

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Confidentiality Agreement

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We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. JASMINE METTILDA D,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

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OTHER BENEFITS

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Higher Hospitalization

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Yours Sincerely,

For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. MANOJ S,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. VENKATACHALAPATHY R,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

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Leave Travel Allowance

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- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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 **Vittae Money** 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.

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We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. ARUN KUMAR G,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. PRAVEEN KUMAR S,

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Kailash C.
Country Head Talent Acquisition

Letter of Offer



Date: 07/02/2024

Ms. NANDHINI G,

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Ms. PRIYADHARSHINI V,

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For **Vittae Money Corporation**

A handwritten signature in black ink, appearing to read "Kailash C.", is positioned above the printed name.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. SHARATH R,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

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For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. SAKTHIE,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. DINESH,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer



Date: 07/02/2024

Ms. SHEEBA B,

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. DEVAPRAKASH S,

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

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Compensation Structure/Salary components

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We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in black ink, appearing to read "Kailash C.", written in a cursive style.

Kailash C.
Country Head Talent Acquisition

Letter of Offer



Date: 07/02/2024

Mr. KARTHIK,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. SURYA J,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. VISHWALINGAM V,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Ms. REVIITH S R J,

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. HARI PRASATH,

Thank you for exploring career opportunities with **Vittae Money** you have successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

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For **Vittae Money Corporation**

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. BHARATH KUMAR P,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. MURALIE,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. HARISHRAM R,

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Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. DHANUSH M,

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Vittae Money 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.



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per **Vittae Money's** compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to **Vittae Money** will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on **Vittae Money's** Compensation and Promotion policy.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. DHANESH GL,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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 **Vittae Money** 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.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programmer as set out herein below), during which period you will be appraised for satisfactory performance during/after which **Vittae Money** would normally confirm you.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

Vittae Money 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.



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per **Vittae Money's** compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to **Vittae Money** will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on **Vittae Money's** Compensation and Promotion policy.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. ROHITH R,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graphic Designer**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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 **Vittae Money** 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.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programmer as set out herein below), during which period you will be appraised for satisfactory performance during/after which **Vittae Money** would normally confirm you.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

Vittae Money 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.



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per **Vittae Money's** compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to **Vittae Money** will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on **Vittae Money's** Compensation and Promotion policy.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. SETHU ASHWIN L,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Hr Marketing Manager**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,50,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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 **Vittae Money** 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.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programmer as set out herein below), during which period you will be appraised for satisfactory performance during/after which **Vittae Money** would normally confirm you.

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You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

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Vittae Money 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.



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per **Vittae Moneys** compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to **Vittae Money** will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on **Vittae Money** 's Compensation and Promotion policy.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition

Letter of Offer

Date: 07/02/2024

Mr. ARUNSUNAIRAJAN K,

Thank you for exploring career opportunities with **Vittae Money** you has successfully completed our selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Hr Marketing Manager**. You will be a part of the application development and maintenance projects across any of the business units of **Vittae Money**.

Your gross salary including all benefits will be **Rs.3,50,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

Vittae Money brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Higher Hospitalization

- Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.
- Entitlement - You and your enrolled dependants will be entitled for **7, 00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by **Vittae Money**.



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 **Vittae Money** 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.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programmer as set out herein below), during which period you will be appraised for satisfactory performance during/after which **Vittae Money** would normally confirm you.

Working Hours

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Mobility

Vittae Money 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.



Compensation Structure/Salary components

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Increments and Promotions

Your performance and contribution to **Vittae Money** will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on **Vittae Money** 's Compensation and Promotion policy.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of **Vittae Money** and its clients.

We look forward to having you in our global team.

Yours Sincerely,

For **Vittae Money Corporation**

A handwritten signature in cursive script, appearing to read "Kailash C.", written in black ink.

Kailash C.
Country Head Talent Acquisition



Appointment Order

DATE: - 7th August 2024

Dear Mr. SARAVANA KUMAR E

This has reference to the interview, you had with us and we are pleased to appoint you at the position of “Territory Sales Manager” in our Organization.

- **Job Title:**

- a) You have been appointed for the position of “Territory Sales Manager” and you will have to report at site as per company hierarchy and escalation matrix for reporting as per company policy.

- **Remuneration & Other Benefits:**

- Your CTC will be **Rs. 7,00,000/- (Rupees Seven Lakhs Only) per Annum**
- (Inclusive of All.) As detailed in enclosed annexure.
- The company may periodically, modify any remuneration, benefits, facility or perquisite that has been extend to you. You will follow the company rules and regulations currently in force and any future amendments.
- Your next remuneration review as will be as per the compensation policy and performance review process.
- You will be entitled to leave and other benefits as per the policy framed by the company policy from time to time applicable.

- **Probation and Confirmation Period:**

- You will be under probation for a period of **6 Months**. Site management would review your performance. In case, your performance is not meeting the expectation of the role, we may have to extend the probation period further.
- Your service will be governed by the rules and regulations of the company and communication issued to you from time to time. The company may revise your role and responsibilities from time to time. The service conditions, rules and regulations applicable to the revised roles & responsibility will be atomically applicable to you on such revision.

- **Duties & Responsibilities:**

During the employment in our company, we expect you not to carry on any business of your own or engage yourself in any other business/services. You shall not at any time during the service period or thereafter disclose to anyone any information, expertise, knowledge, secrets, methods, plans of etc. of the company. Breach of the condition shall be liable to immediate termination of the service and the company may take any other action suitable for breach of the contract.

- **Resignation/Termination of Services:**

Company shall be at liberty to terminate the contract forthwith without any notice for compensation, if you are found guilty of any act or any breach of duty, either by way of omission or by way of commissions, which is prejudicial to the organization or in case of absence from duty for a continuous period of 7 days without intimation/permission.

- **Confidentiality and Non-Disclosure:**

Apart from other clauses and protocols of maintaining secrecy as regards company's affairs and matters, you shall keep any information confidential, whether written or oral which is related to internal administration and business matters to internal controls, computer or data processing applications, techniques or system, information concerning the business, operations or financial affairs or proposed methods of operations checks and control, know how or innovations of Vodofone Idea or any associates like vendor sub-contractor etc. Breach of any of provisions and matters shall be treated very seriously and gross violation of the terms herein and your services shall be liable to be dispensed with without any notice. In addition to previously mentioned actions, the company also reserves its right to initiate other legal actions against you under other laws.

- **Verification Report:**

This appointment is issued on the information furnished by you to us in your applications, biodata form and otherwise, and the same shall be null and void if a material error is discovered therein at any time.

- **Retirement Age:**

You shall retire upon completion of 60 years of age. This shall be applicable once your employment is confirmed as per clause 3(a) of this letter/contract.

Any dispute arising out of this appointment will be subject to the jurisdiction of Delhi only.

We wish you a long and profitable association.

Annexure-1

Name of Employee :	SARAVANA KUMAR E
Designation :	Territory Sales Manager

Elements	Per Month(Rs.)	Per Annum (Rs.)
Basic	23,333.33	2,80,000.00
HRA	8,666.67	104,000.00
LTA	4,233.33	50,800.00
Other Allowance	22100.00	265200.00
Monthly Gross Salary (A)	58,333.3	7,00,000.00
Site Allowance (B)	0.00	-
PF (Company's Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Retiral Benefit (C)	0.00	0.00
Cost to the Company (A+B+C)	58,333.3	7,00,000.00
Less : Deduction		
PF (Employee Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Take Home Salary (A - Deduct.)	58,333.3	7,00,000.00

For, MAV Vodofone Idea

Acceptance

anunesh

(Human Resources)

(SARAVANA KUMAR E)



Appointment Order

DATE: - 7th August 2024

Dear Mr. MOHAMED NADEEM M M

This has reference to the interview, you had with us and we are pleased to appoint you at the position of “Territory Sales Manager” in our Organization.

- **Job Title:**

- a) You have been appointed for the position of “Territory Sales Manager” and you will have to report at site as per company hierarchy and escalation matrix for reporting as per company policy.

- **Remuneration & Other Benefits:**

- Your CTC will be **Rs. 7,00,000/- (Rupees Seven Lakhs Only) per Annum**
- (Inclusive of All.) As detailed in enclosed annexure.
- The company may periodically, modify any remuneration, benefits, facility or perquisite that has been extend to you. You will follow the company rules and regulations currently in force and any future amendments.
- Your next remuneration review as will be as per the compensation policy and performance review process.
- You will be entitled to leave and other benefits as per the policy framed by the company policy from time to time applicable.

- **Probation and Confirmation Period:**

- You will be under probation for a period of **6 Months**. Site management would review your performance. In case, your performance is not meeting the expectation of the role, we may have to extend the probation period further.
- Your service will be governed by the rules and regulations of the company and communication issued to you from time to time. The company may revise your role and responsibilities from time to time. The service conditions, rules and regulations applicable to the revised roles & responsibility will be atomically applicable to you on such revision.

- **Duties & Responsibilities:**

During the employment in our company, we expect you not to carry on any business of your own or engage yourself in any other business/services. You shall not at any time during the service period or thereafter disclose to anyone any information, expertise, knowledge, secrets, methods, plans of etc. of the company. Breach of the condition shall be liable to immediate termination of the service and the company may take any other action suitable for breach of the contract.

- **Resignation/Termination of Services:**

Company shall be at liberty to terminate the contract forthwith without any notice for compensation, if you are found guilty of any act or any breach of duty, either by way of omission or by way of commissions, which is prejudicial to the organization or in case of absence from duty for a continuous period of 7 days without intimation/permission.

- **Confidentiality and Non-Disclosure:**

Apart from other clauses and protocols of maintaining secrecy as regards company's affairs and matters, you shall keep any information confidential, whether written or oral which is related to internal administration and business matters to internal controls, computer or data processing applications, techniques or system, information concerning the business, operations or financial affairs or proposed methods of operations checks and control, know how or innovations of Vodofone Idea or any associates like vendor sub-contractor etc. Breach of any of provisions and matters shall be treated very seriously and gross violation of the terms herein and your services shall be liable to be dispensed with without any notice. In addition to previously mentioned actions, the company also reserves its right to initiate other legal actions against you under other laws.

- **Verification Report:**

This appointment is issued on the information furnished by you to us in your applications, biodata form and otherwise, and the same shall be null and void if a material error is discovered therein at any time.

- **Retirement Age:**

You shall retire upon completion of 60 years of age. This shall be applicable once your employment is confirmed as per clause 3(a) of this letter/contract.

Any dispute arising out of this appointment will be subject to the jurisdiction of Delhi only.

We wish you a long and profitable association.

Annexure-1

Name of Employee :	MOHAMED NADEEM M M
Designation :	Territory Sales Manager

Elements	Per Month(Rs.)	Per Annum (Rs.)
Basic	23,333.33	2,80,000.00
HRA	8,666.67	104,000.00
LTA	4,233.33	50,800.00
Other Allowance	22100.00	265200.00
Monthly Gross Salary (A)	58,333.3	7,00,000.00
Site Allowance (B)	0.00	-
PF (Company's Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Retiral Benefit (C)	0.00	0.00
Cost to the Company (A+B+C)	58,333.3	7,00,000.00
Less : Deduction		
PF (Employee Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Take Home Salary (A - Deduct.)	58,333.3	7,00,000.00

For, MAV Vodofone Idea

anunesh

(Human Resources)

Acceptance

(MOHAMED NADEEM M M)



Appointment Order

DATE: - 7th August 2024

Dear Mr. RIYAZ AHMED H

This has reference to the interview, you had with us and we are pleased to appoint you at the position of “Territory Sales Manager” in our Organization.

- **Job Title:**

- a) You have been appointed for the position of “Territory Sales Manager” and you will have to report at site as per company hierarchy and escalation matrix for reporting as per company policy.

- **Remuneration & Other Benefits:**

- Your CTC will be **Rs. 7,00,000/- (Rupees Seven Lakhs Only) per Annum**
- (Inclusive of All.) As detailed in enclosed annexure.
- The company may periodically, modify any remuneration, benefits, facility or perquisite that has been extend to you. You will follow the company rules and regulations currently in force and any future amendments.
- Your next remuneration review as will be as per the compensation policy and performance review process.
- You will be entitled to leave and other benefits as per the policy framed by the company policy from time to time applicable.

- **Probation and Confirmation Period:**

- You will be under probation for a period of **6 Months**. Site management would review your performance. In case, your performance is not meeting the expectation of the role, we may have to extend the probation period further.
- Your service will be governed by the rules and regulations of the company and communication issued to you from time to time. The company may revise your role and responsibilities from time to time. The service conditions, rules and regulations applicable to the revised roles & responsibility will be atomically applicable to you on such revision.

- **Duties & Responsibilities:**

During the employment in our company, we expect you not to carry on any business of your own or engage yourself in any other business/services. You shall not at any time during the service period or thereafter disclose to anyone any information, expertise, knowledge, secrets, methods, plans of etc. of the company. Breach of the condition shall be liable to immediate termination of the service and the company may take any other action suitable for breach of the contract.

- **Resignation/Termination of Services:**

Company shall be at liberty to terminate the contract forthwith without any notice for compensation, if you are found guilty of any act or any breach of duty, either by way of omission or by way of commissions, which is prejudicial to the organization or in case of absence from duty for a continuous period of 7 days without intimation/permission.

- **Confidentiality and Non-Disclosure:**

Apart from other clauses and protocols of maintaining secrecy as regards company's affairs and matters, you shall keep any information confidential, whether written or oral which is related to internal administration and business matters to internal controls, computer or data processing applications, techniques or system, information concerning the business, operations or financial affairs or proposed methods of operations checks and control, know how or innovations of Vodofone Idea or any associates like vendor sub-contractor etc. Breach of any of provisions and matters shall be treated very seriously and gross violation of the terms herein and your services shall be liable to be dispensed with without any notice. In addition to previously mentioned actions, the company also reserves its right to initiate other legal actions against you under other laws.

- **Verification Report:**

This appointment is issued on the information furnished by you to us in your applications, biodata form and otherwise, and the same shall be null and void if a material error is discovered therein at any time.

- **Retirement Age:**

You shall retire upon completion of 60 years of age. This shall be applicable once your employment is confirmed as per clause 3(a) of this letter/contract.

Any dispute arising out of this appointment will be subject to the jurisdiction of Delhi only.

We wish you a long and profitable association.

Annexure-1

Name of Employee :	RIYAZ AHMED H
Designation :	Territory Sales Manager

Elements	Per Month(Rs.)	Per Annum (Rs.)
Basic	23,333.33	2,80,000.00
HRA	8,666.67	104,000.00
LTA	4,233.33	50,800.00
Other Allowance	22100.00	265200.00
Monthly Gross Salary (A)	58,333.3	7,00,000.00
Site Allowance (B)	0.00	-
PF (Company's Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Retiral Benefit (C)	0.00	0.00
Cost to the Company (A+B+C)	58,333.3	7,00,000.00
Less : Deduction		
PF (Employee Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Take Home Salary (A - Deduct.)	58,333.3	7,00,000.00

For, MAV Vodofone Idea

anunesh

(Human Resources)

Acceptance

(RIYAZ AHMED H)



Appointment Order

DATE: - 7th August 2024

Dear Mr. ABINIESH S

This has reference to the interview, you had with us and we are pleased to appoint you at the position of “Territory Sales Manager” in our Organization.

- **Job Title:**

- a) You have been appointed for the position of “Territory Sales Manager” and you will have to report at site as per company hierarchy and escalation matrix for reporting as per company policy.

- **Remuneration & Other Benefits:**

- Your CTC will be **Rs. 7,00,000/- (Rupees Seven Lakhs Only) per Annum**
- (Inclusive of All.) As detailed in enclosed annexure.
- The company may periodically, modify any remuneration, benefits, facility or perquisite that has been extend to you. You will follow the company rules and regulations currently in force and any future amendments.
- Your next remuneration review as will be as per the compensation policy and performance review process.
- You will be entitled to leave and other benefits as per the policy framed by the company policy from time to time applicable.

- **Probation and Confirmation Period:**

- You will be under probation for a period of **6 Months**. Site management would review your performance. In case, your performance is not meeting the expectation of the role, we may have to extend the probation period further.
- Your service will be governed by the rules and regulations of the company and communication issued to you from time to time. The company may revise your role and responsibilities from time to time. The service conditions, rules and regulations applicable to the revised roles & responsibility will be atomically applicable to you on such revision.

- **Duties & Responsibilities:**

During the employment in our company, we expect you not to carry on any business of your own or engage yourself in any other business/services. You shall not at any time during the service period or thereafter disclose to anyone any information, expertise, knowledge, secrets, methods, plans of etc. of the company. Breach of the condition shall be liable to immediate termination of the service and the company may take any other action suitable for breach of the contract.

- **Resignation/Termination of Services:**

Company shall be at liberty to terminate the contract forthwith without any notice for compensation, if you are found guilty of any act or any breach of duty, either by way of omission or by way of commissions, which is prejudicial to the organization or in case of absence from duty for a continuous period of 7 days without intimation/permission.

- **Confidentiality and Non-Disclosure:**

Apart from other clauses and protocols of maintaining secrecy as regards company's affairs and matters, you shall keep any information confidential, whether written or oral which is related to internal administration and business matters to internal controls, computer or data processing applications, techniques or system, information concerning the business, operations or financial affairs or proposed methods of operations checks and control, know how or innovations of Vodofone Idea or any associates like vendor sub-contractor etc. Breach of any of provisions and matters shall be treated very seriously and gross violation of the terms herein and your services shall be liable to be dispensed with without any notice. In addition to previously mentioned actions, the company also reserves its right to initiate other legal actions against you under other laws.

- **Verification Report:**

This appointment is issued on the information furnished by you to us in your applications, biodata form and otherwise, and the same shall be null and void if a material error is discovered therein at any time.

- **Retirement Age:**

You shall retire upon completion of 60 years of age. This shall be applicable once your employment is confirmed as per clause 3(a) of this letter/contract.

Any dispute arising out of this appointment will be subject to the jurisdiction of Delhi only.

We wish you a long and profitable association.

Annexure-1

Name of Employee :	ABINIESH S
Designation :	Territory Sales Manager

Elements	Per Month(Rs.)	Per Annum (Rs.)
Basic	23,333.33	2,80,000.00
HRA	8,666.67	104,000.00
LTA	4,233.33	50,800.00
Other Allowance	22100.00	265200.00
Monthly Gross Salary (A)	58,333.3	7,00,000.00
Site Allowance (B)	0.00	-
PF (Company's Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Retiral Benefit (C)	0.00	0.00
Cost to the Company (A+B+C)	58,333.3	7,00,000.00
Less : Deduction		
PF (Employee Contribution)	0.00	-
ESI (Company's Contribution)	0.00	-
Take Home Salary (A - Deduct.)	58,333.3	7,00,000.00

For, MAV Vodofone Idea

anunesh

(Human Resources)

Acceptance

(ABINIESH S)



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear DRAVID ADHI PUTHRA RAJASEKARAN

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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 redistribute the BoB amount between the components as per your tax plan, once you join VSAAS GLOBAL. 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 VSAAS GLOBAL. Taxation will be governed by the Income Tax rules. VSAAS GLOBAL will be deducting tax at source as per income tax guidelines.



Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

Higher Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **7,00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by VSAAS GLOBAL.

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 VSAAS GLOBAL 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.

Disclaimer

Candidates who have applied to VSAAS GLOBAL and who have not been successful in clearing the VSAAS GLOBAL Selection process are not eligible to re-apply to VSAAS GLOBAL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to VSAAS GLOBAL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which VSAAS GLOBAL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, VSAAS GLOBAL may terminate your traineeship forthwith.

However, VSAAS GLOBAL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, VSAAS GLOBAL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by VSAAS GLOBAL's training policy. VSAAS GLOBAL reserves the right to modify or amend the training policy.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

VSAAS GLOBAL 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



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per VSAAS GLOBAL's compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to VSAAS GLOBAL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on VSAAS GLOBAL's Compensation and Promotion policy.

Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of VSAAS GLOBAL, 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 VSAAS GLOBAL.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of VSAAS GLOBAL and its clients.

Service Agreement

As VSAAS GLOBAL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve VSAAS GLOBAL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay VSAAS GLOBAL 50,000/- towards the training expenditure.



Withdrawal of Offer

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

Post acceptance of VSAAS GLOBAL Offer letter if you fail to join on the date provided in the VSAAS GLOBAL Joining letter, the offer will stand automatically terminated at the discretion of VSAAS GLOBAL

We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear INDRAJITH S R

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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 redistribute the BoB amount between the components as per your tax plan, once you join VSAAS GLOBAL. 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 VSAAS GLOBAL. Taxation will be governed by the Income Tax rules. VSAAS GLOBAL will be deducting tax at source as per income tax guidelines.



Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

Higher Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **7,00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
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RETIRALS

Provident Fund

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Gratuity

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Training Period

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This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, VSAAS GLOBAL may terminate your traineeship forthwith.

However, VSAAS GLOBAL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

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Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

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Compensation Structure/Salary components

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear RAGAV KRISHNAA K R

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear KAVI PRIYAN S

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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Mobility

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VSAAS GLOBAL

Plot 1, 2, 3, Veer Sandra, Electronic City, Bangalore, Karnataka 560100

<https://vsaasglobal.com> , Email: Hello@vsaasglobal.com



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per VSAAS GLOBAL's compensation policy from time to time at its sole discretion.

Increments and Promotions

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear ABDULRAHMAN A

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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 redistribute the BoB amount between the components as per your tax plan, once you join VSAAS GLOBAL. 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 VSAAS GLOBAL. Taxation will be governed by the Income Tax rules. VSAAS GLOBAL will be deducting tax at source as per income tax guidelines.



Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

Higher Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **7,00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by VSAAS GLOBAL.

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 VSAAS GLOBAL 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.

Disclaimer

Candidates who have applied to VSAAS GLOBAL and who have not been successful in clearing the VSAAS GLOBAL Selection process are not eligible to re-apply to VSAAS GLOBAL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to VSAAS GLOBAL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which VSAAS GLOBAL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, VSAAS GLOBAL may terminate your traineeship forthwith.

However, VSAAS GLOBAL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, VSAAS GLOBAL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by VSAAS GLOBAL's training policy. VSAAS GLOBAL reserves the right to modify or amend the training policy.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

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Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per VSAAS GLOBAL's compensation policy from time to time at its sole discretion.

Increments and Promotions

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Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of VSAAS GLOBAL, 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 VSAAS GLOBAL.

Confidentiality Agreement

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Service Agreement

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear SUMANTH V

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear SUBHISHAN S

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

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OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

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RETIRALS

Provident Fund

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Gratuity

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Working Hours

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Mobility

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Compensation Structure/Salary components

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Increments and Promotions

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear MUKILAN P

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

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Leave Travel Allowance

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OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

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RETIRALS

Provident Fund

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For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear Subashree S.

Sub: Letter of Offer

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You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which VSAAS GLOBAL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, VSAAS GLOBAL may terminate your traineeship forthwith.

However, VSAAS GLOBAL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, VSAAS GLOBAL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by VSAAS GLOBAL's training policy. VSAAS GLOBAL reserves the right to modify or amend the training policy.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

VSAAS GLOBAL 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

VSAAS GLOBAL

Plot 1, 2, 3, Veer Sandra, Electronic City, Bangalore, Karnataka 560100

<https://vsaasglobal.com> , Email: Hello@vsaasglobal.com



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per VSAAS GLOBAL's compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to VSAAS GLOBAL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on VSAAS GLOBAL's Compensation and Promotion policy.

Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of VSAAS GLOBAL, 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 VSAAS GLOBAL.

Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of VSAAS GLOBAL and its clients.

Service Agreement

As VSAAS GLOBAL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve VSAAS GLOBAL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay VSAAS GLOBAL 50,000/- towards the training expenditure.



Withdrawal of Offer

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

Post acceptance of VSAAS GLOBAL Offer letter if you fail to join on the date provided in the VSAAS GLOBAL Joining letter, the offer will stand automatically terminated at the discretion of VSAAS GLOBAL

We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear Harini S

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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 redistribute the BoB amount between the components as per your tax plan, once you join VSAAS GLOBAL. 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 VSAAS GLOBAL. Taxation will be governed by the Income Tax rules. VSAAS GLOBAL will be deducting tax at source as per income tax guidelines.



Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

Higher Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **7,00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
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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 VSAAS GLOBAL 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.

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear Kamalesh.S

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

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OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear Joydeep Roy

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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Health Insurance Scheme

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear JASMINE SHARON S

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

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Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear NAVEEN V

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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 redistribute the BoB amount between the components as per your tax plan, once you join VSAAS GLOBAL. 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 VSAAS GLOBAL. Taxation will be governed by the Income Tax rules. VSAAS GLOBAL will be deducting tax at source as per income tax guidelines.



Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

Higher Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **7,00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by VSAAS GLOBAL.

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 VSAAS GLOBAL 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.

Disclaimer

Candidates who have applied to VSAAS GLOBAL and who have not been successful in clearing the VSAAS GLOBAL Selection process are not eligible to re-apply to VSAAS GLOBAL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to VSAAS GLOBAL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which VSAAS GLOBAL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, VSAAS GLOBAL may terminate your traineeship forthwith.

However, VSAAS GLOBAL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, VSAAS GLOBAL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by VSAAS GLOBAL's training policy. VSAAS GLOBAL reserves the right to modify or amend the training policy.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

VSAAS GLOBAL 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



Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per VSAAS GLOBAL's compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to VSAAS GLOBAL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on VSAAS GLOBAL's Compensation and Promotion policy.

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Service Agreement

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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

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Dear Kavitha L

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear Prajeesh S

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear Yuvaraj S.E

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

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Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

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Dear SURESH GOPI K

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This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, VSAAS GLOBAL may terminate your traineeship forthwith.

However, VSAAS GLOBAL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, VSAAS GLOBAL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by VSAAS GLOBAL's training policy. VSAAS GLOBAL reserves the right to modify or amend the training policy.

Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

VSAAS GLOBAL 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



Compensation Structure/Salary components

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Increments and Promotions

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Alternative Occupation/Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of VSAAS GLOBAL, 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 VSAAS GLOBAL.

Confidentiality Agreement

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Service Agreement

As VSAAS GLOBAL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve VSAAS GLOBAL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay VSAAS GLOBAL 50,000/- towards the training expenditure.



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We look forward to having you in our global team.

Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear BINO BABY JOHN

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

Your gross salary including all benefits will be **Rs.3, 00,000/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Program (ILP).

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.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

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 redistribute the BoB amount between the components as per your tax plan, once you join VSAAS GLOBAL. 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 VSAAS GLOBAL. Taxation will be governed by the Income Tax rules. VSAAS GLOBAL will be deducting tax at source as per income tax guidelines.



Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

OTHER BENEFITS

Health Insurance Scheme

VSAAS GLOBAL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme (HIS).

Basic Cover

Entitlement - Includes domiciliary expenses up to **5,000/-** per insured person and hospitalization expenses up to **95,000/-** per insured person.

Premium - Basic premium for self, spouse and first two children is entirely borne by VSAAS GLOBAL, provided these members are explicitly enrolled by you under the scheme.

Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.

Higher Hospitalization

Coverage under Higher Hospitalization is mandatory. Under this scheme, you and your enrolled dependants will be automatically covered under Higher Hospitalization benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for **7,00,000/-** as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalization, a part of the premium will be recovered from your salary and the differential premium will be borne by VSAAS GLOBAL.

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 VSAAS GLOBAL 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.

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear KAVIBHARATHI. R

Sub: Letter of Offer

Thank you for exploring career opportunities with vSaaS Global you has successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **DevOps Engineer** in Grade **E**. You will be a part of the application development and maintenance projects across any of the business units of VSAAS GLOBAL.

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



Ref: VSaaS/1065/Chennai

Date: 07/12/2023

Dear MALATHY V

Sub: Letter of Offer

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Yours Sincerely,

For VSaaS Global Corporation

Kailash G.
Country Head Talent Acquisition



APPOINTMENT LETTER

August 23, 2024

Dear SANJAY R,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0256
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted



1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0256
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted



- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

Registered Office:

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W : wipro.com
C : L32102KA1945PLC020800

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: SANJAY R

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

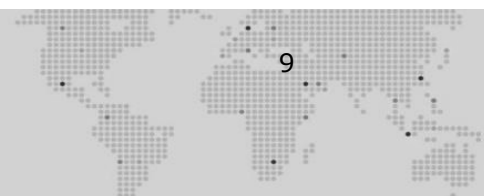
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments

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1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear SUDARSAN R,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: SUDARSAN R

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

Registered Office:

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India C : L32102KA1945PLC020800

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

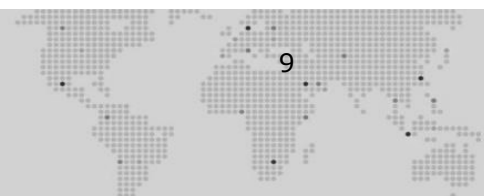
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments



1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear GANESH U,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: GANESH U

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

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1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

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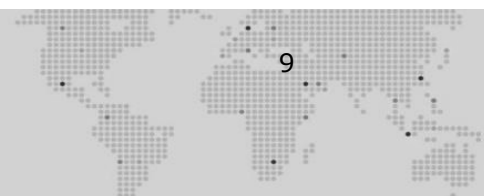
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments



1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear AKASH P,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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W : wipro.com
C : L32102KA1945PLC020800

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

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ANNEXURE-6

SALARY OFFER

Name: AKASH P

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

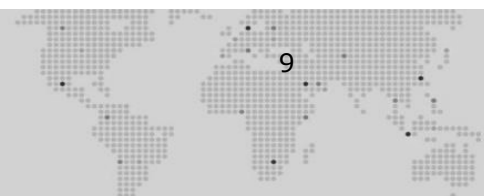
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ____/____/____





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
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 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments

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1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
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2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

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5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear SYED THAMEEM K,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line under the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

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ANNEXURE-6

SALARY OFFER

Name: SYED THAMEEM K

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

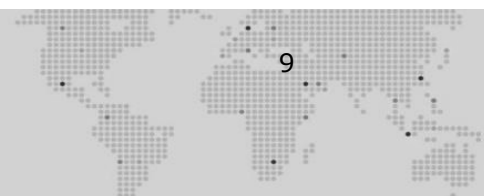
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ____/____/____





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments



1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear ABINESH R,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

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1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line under the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: ABINESH R

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

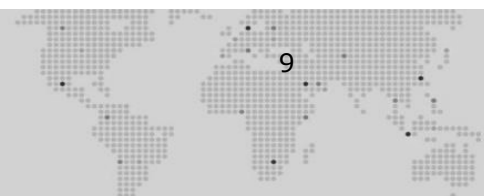
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments



1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear SARATHI NANDHA S,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink, reading "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0256
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

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ANNEXURE-6

SALARY OFFER

Name: SARATHI NANDHA S

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

Registered Office:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

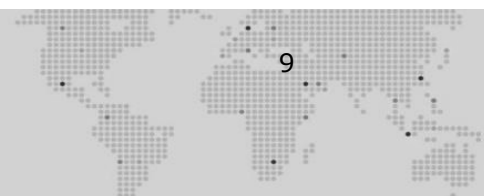
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments

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1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear SANJAI R,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: SANJAI R

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

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1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

Registered Office:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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India C : L32102KA1945PLC020800

Sensitivity: Internal & Restricted



ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

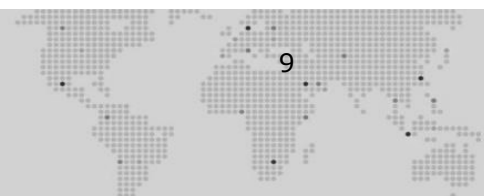
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments



1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear BHARATH,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: BHARATH

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

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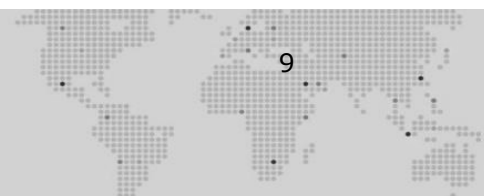
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ___/___/___





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
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 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
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1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear JAYANTH K,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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India C : L32102KA1945PLC020800

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

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ANNEXURE-6

SALARY OFFER

Name: JAYANTH K

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

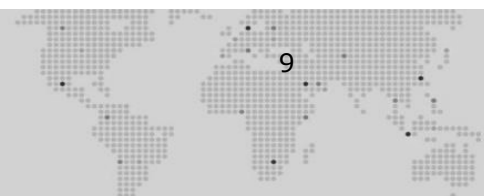
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ____/____/____





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments

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1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:



APPOINTMENT LETTER

August 23, 2024

Dear THARIK ANWAR R,

It is our pleasure to appoint you as **Software Trainee** in Wipro Limited at **Chennai**, in **TEAMRBOW** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a.** Your probation period will continue post transition to Wipro, until your combined work experience in Vara Infotech Pvt Limited and Wipro is twelve (12) months. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- b.** The retirement age is 58 years.
- c.** You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- d.** We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.

2. COMPENSATION

You will be eligible to receive the following:

- a.** Basic salary of **Rs. 10246 per Month**.
- b.** Upon successful confirmation, you will be eligible for a one-time confirmatory bonus of Rs. 30,000, and aligned to career group B1 with an annual compensation of Rs. 4,00,000 inclusive of variable pay as per company policy.
- c.** You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d.** Your salary will be reviewed periodically as per Wipro policy.
- e.** Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

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W : wipro.com
C : L32102KA1945PLC020800

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1. OTHER BENEFITS

You will be entitled to the following:

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.

2. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

3. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.

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- i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- d.** In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

4. CONFIDENTIALITY

- a.** In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b.** In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

5. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.



1. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

2. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

3. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 management desires the employee to continue the employment during the notice period, the employee shall do so.

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1. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards,
for Wipro Limited,

A handwritten signature in black ink that reads "Putul Mathur". The signature is written in a cursive style with a horizontal line underneath the name.

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place:

Registered Office:

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ANNEXURE-6

SALARY OFFER

Name: THARIK ANWAR R

Location: **Chennai**

Position: **Software Trainee**

Career Group: **TEAMRBOW**

Monthly Gross Salary Offered by Wipro: Rs. **20833.33**

Components	Figures (in INR per Month)	Remarks
BASIC	10246	Taxable fixed monthly component
HOUSE RENT ALLOWANCE	4623	Tax exempted as per statutory regulations
FIXED BONUS	910.33	Taxable fixed monthly component
WIPRO BENEFITS PLAN	2803	Flexi Benefits
PROVIDENT FUND (EMPLOYER CONTRIBUTION)	1800	as per statutory requirement
GRATUITY	451	as per statutory requirement
TARGET COST TO COMPANY (TCTC)	20833.33	
TCTC (PER ANNUM)	250000	

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (**Vara Infotech Pvt. Limited and Wipro**) will be used to determine eligibility of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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ANNEXURE-7

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro. Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:

Registered Office:

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ANNEXURE-8

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

- 1. Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
- 2. Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
 - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c) Unauthorized disclosure or communication of UPSI.
 - d) Procuring any UPSI from others
- 3. Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- 4. Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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ANNEXURE – IV

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rushikesh Pradeep Chavan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

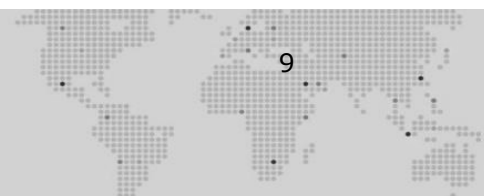
- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: ____/____/____





Annexure V

Benefits Annexure

This annexure to your appointment letter lists benefits applicable to you. It also provides a brief on various benefit considerations which have been made to ensure a smooth transition from Vara Infotech Pvt Limited to Wipro.

- 1) Annual leave:** You will be aligned to Wipro annual leave policy on transition, where you earn 21 days every calendar year (January-December). 21 days of annual leave are accrued at 21/12 days per month and you can carry forward maximum of 38% of total leaves accrued to next year. You can accumulate a maximum of 45 days and any annual leaves earned beyond 45 days would lapse at the end of calendar year if not availed. Annual leaves are en-cashed only during separation or retirement. Your annual leave balance in Vara Infotech as on date of transition will be prorated for the duration of April 2019 to transition date and would be added as your starting leave balance.
- 2) Other leaves:** You will be aligned to Wipro policies for other leaves category like public holidays, sick, paternity, maternity, adoption etc.
- 3) Wipro Benefits Plan (WBP)** is a basket of various allowances/ expenses considered for Income Tax exemption. Basis your salary structure and WBP eligibility, you may avail Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal Cards can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. WBP amount & entitlements vary as per your salary and career group. In general, following are WBP entitlements available:
 - a. **Leave Travel Allowance:** You are eligible for LTA exemption for two journeys in a block of 4 years, provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. You will be eligible for maximum INR 50,000 LTA that can be considered for IT exemption.
 - b. **Telephone/Mobile Phone Allowances:** The amounts paid by you towards telephone rentals (both landline and mobile) rentals and broadband are eligible for IT exemption up to INR 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.
 - c. **Non-transferable Meal Cards:** An amount of INR 1,100 or INR 2,750 per month towards purchase of Non-Transferable Meal Cards are available for IT exemption under WBP.
 - d. **Education Allowance:** An amount of INR 100 (additional INR 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.
 - e. **National Pension System:** you can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments

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1) Medical, Life and Accident Cover:

- a. Group Medical Insurance Program: Your current medical insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's employee contributory medical insurance plan. Wipro's medical insurance is a family floater plan and provides cover for your family (self, spouse & children) towards hospitalization. You will also have an option to increase your Group Medical Insurance cover for a nominal and highly negotiated premium. There will be a deduction from your monthly payroll which will vary based on your marital/family status, the floater sum insured as per your career group and any top-up plan opted by you.
- b. Group Life Insurance Program: Your current term life insurance plan will continue till 23rd December 2019. Starting 24th December 2019 you will be aligned to Wipro's Group Life Insurance Program where in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy. You will also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.
- c. Group Personal Accident Insurance (GPAI) Program: Your current group personal accident insurance plan will continue till 31st July 2020. Starting 1st August 2020 you will be aligned to Wipro's GPAI policy. Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty.

2) Health check: Company paid annual health checkup program is available for you above 40 years of age.

3) Loans: Interest Free Loan: An interest free loan of INR 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal instalments.

4) Contingency Loan: An Interest free contingency loan of INR 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above INR 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

5) Voluntary Superannuation Scheme (VSS): A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.



1) Retirement Benefits:

- a. Provident fund: Where basic is higher than INR 15,000 - 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000 - Minimum of 12% of (Basic + WBP + Additional allowance (where applicable)) or INR 1800 pm.
- b. Gratuity: Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity (4.81%) and Survivor Benefit (0.5%). Your combined tenure (Vara Infotech Pvt. Limited & Wipro) will be used to determine eligibility of gratuity as per Wipro Policy. This is a lump sum benefit up to a maximum of INR 20 Lacs to be calculated and payable as per applicable laws.
- c. Survivor Benefit: The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Please note: The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time. This annexure is indicative in nature and the policy document for each policy should be carefully read through to understand the details of each benefit. In case of any discrepancy, the policy would be considered final.

All other terms and conditions of your Wipro Appointment Letter remain unchanged.

Please confirm that the above terms and conditions are acceptable to you by signing this annexure.

Sincerely,

For Wipro Limited

Putul Mathur
Vice President - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

Name:

Signature:

Date:

OFFER LETTER

August 7th 2024

Dear SHANMUGA PRIYAN S,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,50,000/- L.p.a. (Rupees Four Lakhs Fifty Thousand only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.



Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

Background Verification

Zifo conducts background verification (BGV) for all its employees. We may leverage an external agency for this process, and you would be required to share relevant identity proof and academic documents with them. In case of any submission of false or misleading information, Zifo will take action as deemed appropriate.

Joining Date

Your date of joining will be communicated through our Onboarding Platform – Launchpad.

Note:

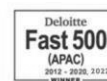
- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear LOGESH R,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,50,000/- L.p.a. (Rupees Four Lakhs Fifty Thousand only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

Working Hours

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Joining Date

Your date of joining will be communicated through our Onboarding Platform – Launchpad.

Note:

- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear NIKISHA J,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,50,000/- L.p.a. (Rupees Four Lakhs Fifty Thousand only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.



Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

Background Verification

Zifo conducts background verification (BGV) for all its employees. We may leverage an external agency for this process, and you would be required to share relevant identity proof and academic documents with them. In case of any submission of false or misleading information, Zifo will take action as deemed appropriate.

Joining Date


Your date of joining will be communicated through our Onboarding Platform – Launchpad.

Note:

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We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear PRAVEEN KUMAR M,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,50,000/- L.p.a. (Rupees Four Lakhs Fifty Thousand only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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Maternity and Paternity Policy

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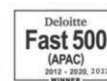
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear YOSHIKA S,

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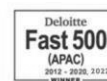
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Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear APARNA NAGURAJ T,

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Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear B PAVITHRAN,

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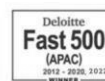
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear AMAL RAJ S,

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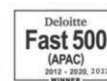
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

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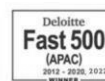
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear MADHUSUDHANAN V,

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Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear SRINIVASAN K,

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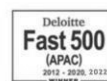
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear AKHYA SHARMA,

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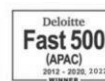
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear KRITHIKA S,

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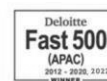
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Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

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OFFER LETTER

August 7th 2024

Dear THAVASRI S,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,50,000/- L.p.a. (Rupees Four Lakhs Fifty Thousand only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Probation

You will be on probation for a period of 12 months from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Insurance Coverage

The insurance coverage extends to yourself, your spouse and two of your children.

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **18 days** in your first year as part of the earned leave component.

Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Men will be entitled to paternity leave with full pay for a period of 14 continuous working days.

Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.



Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

Background Verification

Zifo conducts background verification (BGV) for all its employees. We may leverage an external agency for this process, and you would be required to share relevant identity proof and academic documents with them. In case of any submission of false or misleading information, Zifo will take action as deemed appropriate.

Joining Date


Your date of joining will be communicated through our Onboarding Platform – Launchpad.

Note:

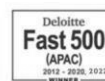
- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR



OFFER LETTER

August 7th 2024

Dear ABIRAMI D,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of **Rs. 4,50,000/- L.p.a. (Rupees Four Lakhs Fifty Thousand only per annum)**. This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

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Joining Date

Your date of joining will be communicated through our Onboarding Platform – Launchpad.

Note:

- *During your probation period you will be enrolled under the National Apprenticeship Training Scheme in compliance with the 'Apprenticeship Act 1961'. We will be submitting your basic information to NATS portal for enrollment, ensuring that the provided information remains strictly confidential within the government portal.*
- *Your job continuation/confirmation will be reevaluated if you are found to have any backlogs in academics or have not completed the course post joining Zifo.*

We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR

