

Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____

(DD/MMM/YYYY)

Sanne
 REGISTRAR
 REGISTRAR
 PRESIDENCY UNIVERSITY
 BANGALORE

ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.


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- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

[Signature]
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that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction

[Handwritten Signature]
REGISTRAR


10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

For and on Behalf Of
Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Signature

(Mohammed Shuja Bakhtiar M)



ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Mohammed Shuja Bakhtiar M** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Mohammed Shuja Bakhtiar M** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ____day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Sanu
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "**Surety**" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____ dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee**.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.


REGISTRAR


NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra**, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

Janne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

IN WITNESS whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Ref: 7996988/1776928/ELTP

19-APR-2021

Ms. Namburi Venkata Charvi
kadapa, Andhra Pradesh - 516390
Mobile: 9100228539

Subject: Offer of Appointment

Dear **Ms. Namburi Venkata Charvi**

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. Basis successful completion of your internship, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **20-APR-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057(MAHARASHTRA), INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **20-APR-2021**.

For Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Encl: Annexure-A & B(Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond

Date:

Signature:
Namburi Venkata Charvi


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE - A

NAME	Ms Namburi Venkata Charvi	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	67541
	HRA (@50% OF BASIC)	33771
	BONUS / STATUTORY BONUS	24000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8105
	FLEXIBLE COMPONENTS OF TFP	91718
	TOTAL FIXED PAY..... (A)	225135
	TOTAL VARIABLE PAY (TVP)..... (B)	25015
	ADDITIONAL BENEFITS..... (C)	9850
	GRATUITY	3249
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	260000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)


 REGISTRAR


ANNEXURE A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
 - Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
 - Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

- Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Venkat Paturi
Head - Resource Management Group


REGISTRAR


ANNEXURE - B

NAME	Ms Namburi Venkata Charvi	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	84865
	HRA (@50% OF BASIC)	42433
	BONUS / STATUTORY BONUS	24000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10184
	FLEXIBLE COMPONENTS OF TFP	121402
	TOTAL FIXED PAY.....(A)	282884
	TOTAL VARIABLE PAY (TVP)..... (B)	31432
	ADDITIONAL BENEFITS..... (C)	10684
	GRATUITY	4083
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	325000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)


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ANNEXURE B(Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
 - b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
 - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group


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ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

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. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company



(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

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During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 10** along with applicable exit policy clauses under stipulated service period agreed to and provided there.

- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
4. **Statement of Facts**
- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.


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(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

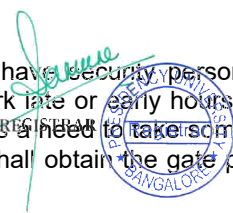
Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass



from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai only**.

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11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. **General**

The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :


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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**

*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

Note: -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.



ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :


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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID (To be filled by HR)		Associate ID (To be filled by HR)	
First Name: <input style="width: 250px;" type="text"/>	Last Name: <input style="width: 250px;" type="text"/>		
Gender: Male / Female <input style="width: 50px;" type="text"/>	Date of birth (DD/MM/YYYY) <input style="width: 50px;" type="text"/>		Blood Group <input style="width: 50px;" type="text"/>

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			

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Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____

(DD/MMM/YYYY)

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 REGISTRAR
 REGISTRAR
 PRESIDENCY UNIVERSITY
 BANGALORE

ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.


REGISTRAR


- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

[Signature]
REGISTRAR


that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction


REGISTRAR 

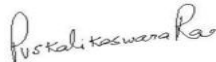
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

For and on Behalf Of
Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Signature

(Namburi Venkata Charvi)



ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Namburi Venkata Charvi** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Namburi Venkata Charvi** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ____day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "**Surety**" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____ dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee**.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.


REGISTRAR


NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra**, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

Janne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

IN WITNESS whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Ref: 7996988/1776929/ELTP

19-APR-2021

Ms. Pooja Vaishnav
Lucknow, Uttar Pradesh - 226016
Mobile: 8150053613

Subject: Offer of Appointment

Dear Ms. Pooja Vaishnav

It is our pleasure to welcome you to **Tech Mahindra Limited**.


1. Basis successful completion of your internship, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.

Sanne
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PRESIDENCY UNIVERSITY
BANGALORE



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **20-APR-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057(MAHARASHTRA), INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **20-APR-2021**.

For Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Encl: Annexure-A & B(Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond

Date:

Signature:
Pooja Vaishnav


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BANGALORE

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ANNEXURE - A

NAME	Ms Pooja Vaishnav	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	67541
	HRA (@50% OF BASIC)	33771
	BONUS / STATUTORY BONUS	24000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8105
	FLEXIBLE COMPONENTS OF TFP	91718
	TOTAL FIXED PAY..... (A)	225135
	TOTAL VARIABLE PAY (TVP)..... (B)	25015
	ADDITIONAL BENEFITS..... (C)	9850
	GRATUITY	3249
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	260000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)


 REGISTRAR


ANNEXURE A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
 - Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
 - Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
 - Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

- Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
- For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
- Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
- Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
- Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Venkat Paturi
Head - Resource Management Group


REGISTRAR


PRESIDENCY UNIVERSITY
Registrar
BANGALORE

ANNEXURE - B

NAME	Ms Pooja Vaishnav	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	84865
	HRA (@50% OF BASIC)	42433
	BONUS / STATUTORY BONUS	24000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10184
	FLEXIBLE COMPONENTS OF TFP	121402
	TOTAL FIXED PAY.....(A)	282884
	TOTAL VARIABLE PAY (TVP)..... (B)	31432
	ADDITIONAL BENEFITS..... (C)	10684
	GRATUITY	4083
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	325000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)


 REGISTRAR


ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

Venkat Paturi

Venkat Paturi
Head - Resource Management Group

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ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

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. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company



(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

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During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 10** along with applicable exit policy clauses under stipulated service period agreed to and provided there.

- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
4. **Statement of Facts**
- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

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(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai only**.



11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :


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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**

*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

Note: -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.



ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :


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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID (To be filled by HR)		Associate ID (To be filled by HR)	
First Name: <input style="width: 250px;" type="text"/>	Last Name: <input style="width: 250px;" type="text"/>		
Gender: Male / Female <input style="width: 30px;" type="text"/>	Date of birth (DD/MM/YYYY) <input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	Blood Group <input style="width: 30px;" type="text"/>

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			

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Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____

(DD/MMM/YYYY)

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 PRESIDENCY UNIVERSITY
 BANGALORE

ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.


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- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

[Signature]
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that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction


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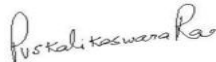
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

For and on Behalf Of
Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Signature

(Pooja Vaishnav)



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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Pooja Vaishnav** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Pooja Vaishnav** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ____day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "**Surety**" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____ dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee**.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.


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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra**, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

Janne
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PRESIDENCY UNIVERSITY
BANGALORE

IN WITNESS whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Ref: 7996988/1776930/ELTP

19-APR-2021

Mr. Shaik Nawaz Sharif
Ananthapur, Andhra Pradesh - 515001
Mobile: 8150053613

Subject: Offer of Appointment

Dear **Mr. Shaik Nawaz Sharif**

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. Basis successful completion of your internship, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **20-APR-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057(MAHARASHTRA), INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **20-APR-2021**.

For Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Encl: Annexure-A & B(Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond

Date:

Signature:
Shaik Nawaz Sharif




ANNEXURE - A

NAME	Mr. Shaik Nawaz Sharif	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	67541
	HRA (@50% OF BASIC)	33771
	BONUS / STATUTORY BONUS	24000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8105
	FLEXIBLE COMPONENTS OF TFP	91718
	TOTAL FIXED PAY..... (A)	225135
	TOTAL VARIABLE PAY (TVP)..... (B)	25015
	ADDITIONAL BENEFITS..... (C)	9850
	GRATUITY	3249
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	260000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)


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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Venkat Paturi
Head - Resource Management Group


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ANNEXURE - B

NAME	Mr. Shaik Nawaz Sharif	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	PUNE	
	COMPONENTS	Per Annum (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	84865
	HRA (@50% OF BASIC)	42433
	BONUS / STATUTORY BONUS	24000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10184
	FLEXIBLE COMPONENTS OF TFP	121402
	TOTAL FIXED PAY.....(A)	282884
	TOTAL VARIABLE PAY (TVP)..... (B)	31432
	ADDITIONAL BENEFITS..... (C)	10684
	GRATUITY	4083
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
	TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	325000

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)


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ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

Venkat Paturi

Venkat Paturi
Head - Resource Management Group

Sanne
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PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE ? C

1. Terms and Conditions

(a) Code of Conduct.

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

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. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company



(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

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During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- Or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 10** along with applicable exit policy clauses under stipulated service period agreed to and provided there.

- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.
4. **Statement of Facts**
- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.


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(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

- (i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
- (ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai only**.

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11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :


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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**

Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**

You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**

You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**

*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

Note: -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.



ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :


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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID (To be filled by HR)		Associate ID (To be filled by HR)	
First Name: <input style="width: 250px;" type="text"/>	Last Name: <input style="width: 250px;" type="text"/>		
Gender: Male / Female <input style="width: 50px;" type="text"/>	Date of birth (DD/MM/YYYY) <input style="width: 50px;" type="text"/>		Blood Group <input style="width: 50px;" type="text"/>

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			

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Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____

(DD/MMM/YYYY)

Sanne
 REGISTRAR
 REGISTRAR
 PRESIDENCY UNIVERSITY
 BANGALORE

ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

- a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.


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- b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

[Signature]
REGISTRAR


that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.
9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction

[Handwritten Signature]
REGISTRAR


10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

For and on Behalf Of
Tech Mahindra Limited



Venkat Paturi
Head - Resource Management Group

Signature

(Shaik Nawaz Sharif)



ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Shaik Nawaz Sharif** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Shaik Nawaz Sharif** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ____day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Sanu
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "**Surety**" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081, India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____ dated _____ of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee**.

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.


REGISTRAR


NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and failure to indemnify Tech Mahindra**, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

Janne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

IN WITNESS whereof, the **EMPLOYEE & the SURETY** have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part:

Sig:

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety:

Sig:

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

APPOINTMENT LETTER FOR INTERNSHIP TRAINEE

30/1/2020

Dear Yashwanth G ,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Intern** to start effective **10/02/2020**.

Your initial place of Training will be at **Bangalore Head Office**.

During this period, your stipend shall be **Rs 10,000** per month and the accommodation will be provided from our end. Your internship will include various training for a duration of 5 months, focus primarily on learning & development and it helps in gaining a deeper understanding of concepts by attending both classroom and physical training sessions.

Being an employee of Madhus garage equipment, during the training program you will be designated as an **Intern**, based on your performance you will be confirmed as Full time Employee. Upon confirmation you will be entitled for Compensation & other benefits which are specified in Annexure – A

To indicate your acceptance for this appointment, please affix your signature and send it back within a day

We welcome you to Madhus Garage Equipment & look forward to a long and mutually beneficial association

Thanking You,

Yours faithfully,

For Madhus Garage Equipment Pvt. Ltd.,

Ravi B M – Managing Director


REGISTRAR


Annexure-A

Please note that the below terms of employment will be applicable post confirmation. Detailed in this document and annexure are strictly confidential. These contents should not be disclosed to third parties without prior approval from the Company.

1. Place of Employment and Timing

1.1 Your initial place of Training & work will be at **Bangalore**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the Company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.

1.2 You will be expected to attend office - except when traveling on business - during working hours/shifts as may be decided by the Company. The office working timings are 9am to 6pm for general shift.

1.3 Please note that your appointment will be cancelled if on verification it is found that the information furnished by you is found to be false. Further please note that if you are found medically unfit or if the information furnished by you is false, then the appointment is liable to be canceled forthwith.

2. Compensation and Benefits.

2.1 Compensation. As compensation for services to be rendered pursuant to this letter, your annual CTC (Cost to the Company) will be informed in the separate official offer letter post confirmation

2.2 The Performance Linked Incentive / Variable Component (subject to eligibility), referred in the CTC, will be directly related to your performance in terms of your agreed responsibilities in the Key Result Areas, conduct & discipline in the course of your employment. Please note, the responsibilities in the Key Result Areas is subject to change from time to time at the discretion of the management

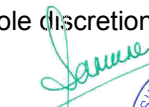

2.3 You will be eligible for Bonus (included along with your CTC Component) after completing one year of continuous service with us. The management will have the discretion of declaring bonus from time to time and the management's decision will be final.

2.4 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.

2.5 Retirement Benefits of the Company, namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.

2.6 The CTC breakups, amount, account heads mentioned in the consolidated remuneration is tentative and can be modified at the discretion of the Management, provided, the total emoluments are not less than what has been offered. On applicability of statutory benefits to the Organization, the employee's contribution towards the same will be deducted from your monthly remuneration.

2.7 Your compensation shall be renewed on the basis of merit and will be at the sole discretion of the company.


REGISTRAR 

3. Reimbursement of Expenses: The Company will reimburse you for reasonable travel, entertainment and other business expenses incurred in connection with the performance of your duties .

4. Leaves: Employees are eligible for Earned leave of 18 days per annum which is additional to the 12 public holidays announced at the start of the year. The Earned leave will be credited on prorated basis from the date of joining. The annual leave credit period is from January till December.

5. Term: The Employment period shall be informed in the official offer letter and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable without any notice by either party. You are not eligible for any leaves during the probationary period._

5.1 You will be deemed to continue on Internship program until you are confirmed as a full time employee and the confirmation will be communicated to you in writing. After confirmation, your appointment is terminable by three months' notice by either party or three months' salary in lieu thereof. Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.

5.2 During the term of employment, your performance will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Company from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function, it will be viewed as performance failure and the company reserves the right to terminate your employment as per Company policy.

5.3 If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Madhus Garage Equipment Pvt. Ltd. And have voluntarily abandoned your services. In such a case, your employment with Madhus Garage Equipment Pvt. Ltd. Will stand terminated.

5.4 In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation.

6. Termination: You (employee) will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by 3 months of notice.

6.1 Company can terminate you without any prior notice and salary in case of disciplinary or performance issues. Company reserves the right to recover the salary of your notice period if you do not serve the full notice period. Further, the Company may, at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management wants you to continue the employment during the notice period, you shall do so.

7 Training Cost Recovery: From time to time the Company will pay for your Induction, internal and external training courses. In consideration of this, if you decide to leave the company within 15 months of your joining date, you shall have to reimburse the company the training cost which will be equal to 2 months' salary.

8 Retirement: You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.


REGISTRAR


9 Confidentiality

9.1 During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any such information or materials.

9.2 During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.

9.3 You shall therefore, regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.

9.4 You shall not directly or indirectly, engage in or assist others to engage in, any activity or conduct that violates the provisions of this Clause.

9.5 You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.

9.6 You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you hereby further agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.

9.7 You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, the Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

9.8 You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all company property, memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

9.9 You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

10 Whilst employed by the company you:

10.1 Will not engage in any external activities of a commercial nature

10.2 Will not engage in any activity of a non-commercial nature without prior written approval of the Company.



10.3 Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.

10.4 Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.

10.5 You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.

10.6 Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Acceptance of Offer

It is understood that your date of joining Madhus Garage equipment Pvt. Ltd. will not be later than 31/1/2020 beyond which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

I have read and accept this offer of employment.

_____ **Signature –Yashwanth G**



Date



APPOINTMENT LETTER FOR INTERNSHIP TRAINEE

30/1/2020

Dear Harish Ramakrishna,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Intern** to start effective **10/02/2020**.

Your initial place of Training will be at **Bangalore Head Office**.

During this period, your stipend shall be **Rs 10,000** per month and the accommodation will be provided from our end. Your internship will include various training for a duration of 5 months, focus primarily on learning & development and it helps in gaining a deeper understanding of concepts by attending both classroom and physical training sessions.

Being an employee of Madhus garage equipment, during the training program you will be designated as an **Intern**, based on your performance you will be confirmed as Full time Employee. Upon confirmation you will be entitled for Compensation & other benefits which are specified in Annexure – A

To indicate your acceptance for this appointment, please affix your signature and send it back within a day

We welcome you to Madhus Garage Equipment & look forward to a long and mutually beneficial association

Thanking You,

Yours faithfully,

For Madhus Garage Equipment Pvt. Ltd.,

Ravi B M – Managing Director


REGISTRAR


Annexure-A

Please note that the below terms of employment will be applicable post confirmation. Detailed in this document and annexure are strictly confidential. These contents should not be disclosed to third parties without prior approval from the Company.

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1.2 You will be expected to attend office - except when traveling on business - during working hours/shifts as may be decided by the Company. The office working timings are 9am to 6pm for general shift.

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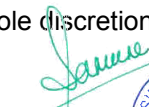

2.3 You will be eligible for Bonus (included along with your CTC Component) after completing one year of continuous service with us. The management will have the discretion of declaring bonus from time to time and the management's decision will be final.

2.4 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.

2.5 Retirement Benefits of the Company, namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.

2.6 The CTC breakups, amount, account heads mentioned in the consolidated remuneration is tentative and can be modified at the discretion of the Management, provided, the total emoluments are not less than what has been offered. On applicability of statutory benefits to the Organization, the employee's contribution towards the same will be deducted from your monthly remuneration.

2.7 Your compensation shall be renewed on the basis of merit and will be at the sole discretion of the company.


REGISTRAR 

3. Reimbursement of Expenses: The Company will reimburse you for reasonable travel, entertainment and other business expenses incurred in connection with the performance of your duties .

4. Leaves: Employees are eligible for Earned leave of 18 days per annum which is additional to the 12 public holidays announced at the start of the year. The Earned leave will be credited on prorated basis from the date of joining. The annual leave credit period is from January till December.

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5.2 During the term of employment, your performance will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Company from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function, it will be viewed as performance failure and the company reserves the right to terminate your employment as per Company policy.

5.3 If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Madhus Garage Equipment Pvt. Ltd. And have voluntarily abandoned your services. In such a case, your employment with Madhus Garage Equipment Pvt. Ltd. Will stand terminated.

5.4 In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation.

6. Termination: You (employee) will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by 3 months of notice.

6.1 Company can terminate you without any prior notice and salary in case of disciplinary or performance issues. Company reserves the right to recover the salary of your notice period if you do not serve the full notice period. Further, the Company may, at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management wants you to continue the employment during the notice period, you shall do so.

7 Training Cost Recovery: From time to time the Company will pay for your Induction, internal and external training courses. In consideration of this, if you decide to leave the company within 15 months of your joining date, you shall have to reimburse the company the training cost which will be equal to 2 months' salary.

8 Retirement: You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.


REGISTRAR


9 Confidentiality

9.1 During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any such information or materials.

9.2 During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.

9.3 You shall therefore, regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.

9.4 You shall not directly or indirectly, engage in or assist others to engage in, any activity or conduct that violates the provisions of this Clause.

9.5 You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.

9.6 You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you hereby further agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.

9.7 You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, the Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

9.8 You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all company property, memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

9.9 You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

10 Whilst employed by the company you:

10.1 Will not engage in any external activities of a commercial nature

10.2 Will not engage in any activity of a non-commercial nature without prior written approval of the Company.



10.3 Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.

10.4 Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.

10.5 You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.

10.6 Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Acceptance of Offer

It is understood that your date of joining Madhus Garage equipment Pvt. Ltd. will not be later than 31/1/2020 beyond which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

I have read and accept this offer of employment.

_____ **Signature** - Harish Ramakrishna



_____ **Date**



APPOINTMENT LETTER FOR INTERNSHIP TRAINEE

30/1/2020

Dear Mohammed Imran,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Intern** to start effective **10/02/2020**.

Your initial place of Training will be at **Bangalore Head Office**.

During this period, your stipend shall be **Rs 10,000** per month and the accommodation will be provided from our end. Your internship will include various training for a duration of 5 months, focus primarily on learning & development and it helps in gaining a deeper understanding of concepts by attending both classroom and physical training sessions.

Being an employee of Madhus garage equipment, during the training program you will be designated as an **Intern**, based on your performance you will be confirmed as Full time Employee. Upon confirmation you will be entitled for Compensation & other benefits which are specified in Annexure – A

To indicate your acceptance for this appointment, please affix your signature and send it back within a day



We welcome you to Madhus Garage Equipment & look forward to a long and mutually beneficial association

Thanking You,

Yours faithfully,

For Madhus Garage Equipment Pvt. Ltd.,

Ravi B M – Managing Director


REGISTRAR


Annexure-A

Please note that the below terms of employment will be applicable post confirmation. Detailed in this document and annexure are strictly confidential. These contents should not be disclosed to third parties without prior approval from the Company.

1. Place of Employment and Timing

1.1 Your initial place of Training & work will be at **Bangalore**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the Company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.

1.2 You will be expected to attend office - except when traveling on business - during working hours/shifts as may be decided by the Company. The office working timings are 9am to 6pm for general shift.

1.3 Please note that your appointment will be cancelled if on verification it is found that the information furnished by you is found to be false. Further please note that if you are found medically unfit or if the information furnished by you is false, then the appointment is liable to be canceled forthwith.

2. Compensation and Benefits.

2.1 Compensation. As compensation for services to be rendered pursuant to this letter, your annual CTC (Cost to the Company) will be informed in the separate official offer letter post confirmation

2.2 The Performance Linked Incentive / Variable Component (subject to eligibility), referred in the CTC, will be directly related to your performance in terms of your agreed responsibilities in the Key Result Areas, conduct & discipline in the course of your employment. Please note, the responsibilities in the Key Result Areas is subject to change from time to time at the discretion of the management

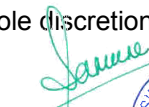

2.3 You will be eligible for Bonus (included along with your CTC Component) after completing one year of continuous service with us. The management will have the discretion of declaring bonus from time to time and the management's decision will be final.

2.4 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.

2.5 Retirement Benefits of the Company, namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.

2.6 The CTC breakups, amount, account heads mentioned in the consolidated remuneration is tentative and can be modified at the discretion of the Management, provided, the total emoluments are not less than what has been offered. On applicability of statutory benefits to the Organization, the employee's contribution towards the same will be deducted from your monthly remuneration.

2.7 Your compensation shall be renewed on the basis of merit and will be at the sole discretion of the company.


REGISTRAR 

3. Reimbursement of Expenses: The Company will reimburse you for reasonable travel, entertainment and other business expenses incurred in connection with the performance of your duties .

4. Leaves: Employees are eligible for Earned leave of 18 days per annum which is additional to the 12 public holidays announced at the start of the year. The Earned leave will be credited on prorated basis from the date of joining. The annual leave credit period is from January till December.

5. Term: The Employment period shall be informed in the official offer letter and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable without any notice by either party. You are not eligible for any leaves during the probationary period._

5.1 You will be deemed to continue on Internship program until you are confirmed as a full time employee and the confirmation will be communicated to you in writing. After confirmation, your appointment is terminable by three months' notice by either party or three months' salary in lieu thereof. Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.

5.2 During the term of employment, your performance will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Company from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function, it will be viewed as performance failure and the company reserves the right to terminate your employment as per Company policy.

5.3 If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Madhus Garage Equipment Pvt. Ltd. And have voluntarily abandoned your services. In such a case, your employment with Madhus Garage Equipment Pvt. Ltd. Will stand terminated.

5.4 In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation.

6. Termination: You (employee) will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by 3 months of notice.

6.1 Company can terminate you without any prior notice and salary in case of disciplinary or performance issues. Company reserves the right to recover the salary of your notice period if you do not serve the full notice period. Further, the Company may, at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management wants you to continue the employment during the notice period, you shall do so.

7 Training Cost Recovery: From time to time the Company will pay for your Induction, internal and external training courses. In consideration of this, if you decide to leave the company within 15 months of your joining date, you shall have to reimburse the company the training cost which will be equal to 2 months' salary.

8 Retirement: You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.


REGISTRAR


9 Confidentiality

9.1 During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any such information or materials.

9.2 During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.

9.3 You shall therefore, regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.

9.4 You shall not directly or indirectly, engage in or assist others to engage in, any activity or conduct that violates the provisions of this Clause.

9.5 You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.

9.6 You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you hereby further agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.

9.7 You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, the Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

9.8 You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all company property, memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

9.9 You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

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10.2 Will not engage in any activity of a non-commercial nature without prior written approval of the Company.



10.3 Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.

10.4 Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.

10.5 You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.

10.6 Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Acceptance of Offer

It is understood that your date of joining Madhus Garage equipment Pvt. Ltd. will not be later than 31/1/2020 beyond which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

I have read and accept this offer of employment.

_____ **Signature** - Mohammed Imran



_____ **Date**



SACHA Engineering Private Limited



1st Floor, Innovator Building, ITPB, Whitefield, Bangalore, Karnataka, 560066, India

24th January, 2020

Email: muradahmed98@gmail.com

Mob No:8310422910

LETTER OF INTERNSHIP

Dear **Murad Ahmed Sarwari**,

With reference to the Campus Drive and subsequent interviews you had with us, we are pleased to offer you an appointment in our organization as “Intern” (**Chandra Department, SharePoint Team**) at **SACHA Engineering Private Limited** based out of our Bangalore office, for the duration until you clear the final exams, effective from **03rd February, 2020** Your reporting manager will be **Mr. Sunish Issac, Chief Engineer** or the Senior Manager, Human Resources.

Your Monthly remuneration is Rs.12,000/- INR/Month (Rupees Twelve thousand) as flat rate. (including TDS as per statutory requirement). No allowances or fringe benefits will be applicable during the Internship period.

If you wish to end the internship assignment, you will need to provide one month’s notice to the Employer “SACHA Engineering Private Limited” and same will be applicable from the Employer (both parties).

On completion of your final semester projects & passing the final examinations, and on satisfactory completion of appraisal during the internship period; you may be converted to **full time regular employment** with all SACHA Engineering as per SACHA employment terms & conditions and all SACHA benefits will be applicable thereafter.

Please carry the required documents as per the checklist attached on the joining date.

You are requested to return this letter affixing your full signature and name as a token of your acceptance of the above offer on or before 25th Jan, 2020.

We look forward to a long and mutually beneficial association with you.

Sincerely,

for **SACHA Engineering Private Limited**

Flavia Ross

Senior Manager, Human Resources & Admin

Welcome to SACHA! We look forward to seeing you soon.

Encl: Joining Day Check List

I agree and accept the above offer and will join on (Date)

Date

Name & Signature of the Candidate





Joining Day Check List for Murad Ahmed Sarwari

Please note that the following documents are required at the time of joining:

1. Two recent passport size photographs on the white background of self.
2. All original certificates and mark sheets of educational qualifications starting 10th class along with one photocopy of each.
3. Xerox copy of passport, if available. (If you do not possess a passport, you are requested to apply for the same at the earliest)
4. Photocopy of your PAN card., Aadhaar card


REGISTRAR



PRESDENCY UNIVERSITY
Registrar
BANGALORE



Letter of Offer

30 January 2020

Dear Siddaiah M,

Based on the recent discussions with you, we are pleased to invite you to join MountBlue Technologies' deployment program.

The program will commence with an intense coding bootcamp that commences on a date between 3 February 2020 and 20 February 2020. You will be a Trainee in the program. The bootcamp will enable you with the skillsets for effective deployment post the bootcamp. Your deployment will be at one of the following cities: Bangalore, Delhi NCR, Mumbai and Hyderabad.

Please refer to all details of the offer in the appendices of this document. Details about the program are available in the appendices.

As you will be aware, common to any training there will be performance reviews and assessments. Through the training period we will conduct performance assessments at regular intervals. Your continued association with MountBlue Technologies is dependent on a consistent record of performance.

Following are some important matters to ensure compliance with-

- During the training period, regular training hours will be 9.30 AM through 6.30 PM, Monday to Saturday. However, if the training requires any other time slots or changes to the training hours as determined necessary by the Management, we will expect your enthusiastic participation in such additional sessions as well
- At regular intervals, we will communicate our expectations and deliverables from you
- We assume you will conduct yourself with the highest standards of integrity and will abide, without deviation, from any code of ethics set forth by us
- We expect your complete focus and attention to the training sessions. During this period, if you need to be engaged in any other occupation please disclose it to us immediately. Ancillary engagements with other entities may entail withdrawal of benefits and services at our sole discretion
- You agree that you will maintain, without compromise, utmost confidentiality with all policies, procedures, data, material and information of MountBlue Technologies
- During the training, if any other rules apply to you, we will notify you of the same

Critical to accepting this offer is your continued commitment to MountBlue Technologies. This will be applicable for the training and deployment phase. We look forward to the opportunity to invest in your training and career growth. We will expect nothing less than for you to fulfil your commitment to us.

Please convey your acceptance of this offer on e-mail by 31 January 2020, failing which this offer stands withdrawn. The details of offer acceptance are given in Appendix 2.

Bipasha Agarwal

Manager
MountBlue Technologies Private Limited



MountBlue Technologies Private Limited
4th Floor, 91Springboard, #175 & #176, Dollars Colony,
Phase 4, JP Nagar, Bannerghatta Main Road, Bengaluru 560076.



Appendix-1

Training Phase

- This phase starts with an intense coding bootcamp that commences on a date between 3 February 2020 and 20 February 2020 and lasts for 12-15 weeks
- The bootcamp will consist of training on full stack coding in Python, JavaScript, Android, databases, devops, testing etc. The bootcamp will also have training on communication, soft skills and business etiquette
- Emphasis will be on learning by doing
- There will be continuous evaluation during the training. There will be limited patience with underperformance and zero patience with indiscipline

Deployment Phase

- Post successful completion of the training, you will be deployed on-site with a customer of MountBlue Technologies. These customers are well known product and services startups based out of Bangalore and other cities
- The deployment period will start immediately after the training period ends and will last 12-13 months
- During deployment phase, you will be a part of our customer's development team and will be expected to contribute significantly as an entry level programmer. Our customers have high yardsticks of performance and you will be judged on those yardsticks. The fact that you have been made the offer means that MountBlue Technologies firmly believes that you have the potential to meet and even surpass these yardsticks

Benefits and Service Bond

- During the Training Phase, you will receive a stipend of INR 10K per month
- During the Deployment Phase, you will receive a monthly compensation of INR 26K per month. On successful completion of the Deployment Phase, you will receive a performance bonus of INR 50K. This makes the whole payout to you during your engagement with MountBlue **~INR 3.92L**
- The whole engagement will be covered under a service bond of INR 2Lakhs
- If you choose to disengage this association before the end of the Deployment Period, you are liable to pay the bond amount of INR 2Lakhs
- You will deposit your certificates in original with MountBlue technologies for verification and safekeeping. These certificates will be returned to you after the successful completion of the Deployment Phase
- MountBlue Technologies is fully compliant with all the regulations of the land. Hence taxes will be deducted at source, as applicable. We will take the right measures in consonance with the spirit of the law to keep the tax outgo at a minimum





BYOD (Bring your own Device)

- As software engineers, a powerful laptop is a critical piece of equipment for you. This will give you tremendous freedom and flexibility to continue evolving as software engineers
- MountBlue has a BYOD policy. All our engineers bring their own device to work that has to be suitable for error free and efficient working.
- Below are the minimum specifications for the laptop
 - 64 bit system
 - 8 GB RAM
 - Operating System – Linux/Mac OS. You can install your choice of Linux in most machines.
 - For hard drive - SSD is recommended but HDD works too
- If you already have a laptop of a lower configuration, you can consider upgrading it to this configuration





Appendix-2

Acceptance of the offer and commencement of engagement

- Acceptance of the offer and terms of engagement by return email: By **31 January 2020**
- Signing of Documentation and Submission of Documents: By **3 February 2020**

Documents

- The following documents need to be submitted to the organization:
 - Passport sized photograph not older than 6 months
 - A legible copy of one of the following documents- PAN Card/ Aadhaar Card
 - A legible copy of one of the following documents - Aadhaar card/ Passport/ Driving License/ Any other government issued id that contains a photograph, name, date of birth and address
 - **Originals of:**
 - Certificate of passing class 10th
 - Certificate of passing class 12th
 - Certificate of completion of the Undergraduate Course (BTech/ BE/ BCA/ BSc etc.)
 - Certificate of completion of the Postgraduate Course if applicable to you (MTech/ ME/ MCA/ MSc etc.)
 - Marksheet of class 10th
 - Marksheet of class 12th
 - Marksheets of all semesters of the Undergraduate Course (BTech/ BE/ BCA/ BSc etc.)
 - Marksheets of all semesters of the Postgraduate Course if applicable to you (MTech/ ME/ MCA/ MSc etc.)
 - Appointment letter of all full time employment as per your resume submitted to MountBlue Technologies
 - Relieving letter of all full time employment as per your resume submitted to MountBlue Technologies
- Please keep scanned copies as well as photo copies of all the documents you submit.


REGISTRAR




Appendix-3

About MountBlue

MountBlue is a premium software development services provider. We work closely with startups and small/medium enterprises to launch their products. Leveraging agile methodology for software development and popular open source technologies, we turn our customers' vision into reality. We are an exclusive service provider- our customers do not choose us, we choose our customers.

About the opportunity

- You will get the opportunity to interact with and learn from the CTOs and Directors of Engineering of leading technology startups in India
- Perfect launchpad for a high flying career in technology

Our customers

We have >70 customers. Some of our customers where trainees of previous cohorts are deployed are:

Food Tech

- **Zomato:** One of the world's leading foodtech company. One of India's few Unicorns. Backed by Alibaba, Sequoia, Temasek, Info Edge etc.
 - <https://www.livemint.com/Leisure/g2mOkiSiCDIlqnDmoLepoO/The-secret-to-hiring-a-stud-junta-team.html>
 - <https://www.livemint.com/Companies/ValugodQ1d92PERi3FQaYP/Zomato-raises-200-million-from-Ant-Financials.html>

Social & Media

- **Yourstory:** India's largest media tech company for startups, entrepreneurs, investors, innovators and change makers. Backed by Ratan Tata, Accel Partners, Kalaari Capital, Mohandas Pai, Qualcomm ventures etc
 - <https://www.livemint.com/Companies/UNA5HDyVLI31ZXbGrdFCzI/YourStory-raises-6-million-from-Kalaari-Capital-Qualcomm-V.html>
 - yourstory.com
- **Magicpin:** Hyperlocal discovery platform backed by Lightspeed Venture Partners and Waterbridge Partners
 - <https://yourstory.com/2017/05/local-discovery-and-rewards-app-magicpin-raises-7-million-series-b-funding/>
 - <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/local-discovery-platform-magicpin-launches-augmented-reality-on-its-app/articleshow/62125398.cms>
- **Letsventure:** India's leading platform for raising angel and seed investment for startups. One of the few investments of Ratan Tata. Coverage:
 - <http://www.livemint.com/Companies/bQ2oefYdhrh0s4mq4GXrMJ/Ratan-Tata-Mohandas-Pai-invest-in-LetsVenture-join-platfor.html>





Travel & Hospitality

- **Zolo:** India's largest chain of standardized branded PG accommodations. Backed by Nexus Venture Partners
 - <https://inc42.com/flash-feed/zolo-funding/>
 - <https://www.moneycontrol.com/news/business/real-estate/how-branded-hostels-for-working-professionals-are-creating-fortunes-for-investors-2258765.html>
- **Travel Triangle:** TravelTriangle connects customers to travel agents, fetches quotations, customizes trips and makes bookings online. Backed by RB Investments, SAIF Partners and Bessemer Venture Partners
 - <https://www.livemint.com/Companies/35oRubTwx4adBpGjAF51UN/TravelTriangle-raises-10-million-in-Series-B-round.html>
- **Pickyourtrail:** A platform that empowers travelers to create, customize and book vacations. It enables travelers to plan and book personalized international vacations such as honeymoons and family vacations. Travelers are offered with personal itineraries and Travel Genie: a personalized travel journal with travel information and tips.
- **Rizort:** A luxury vacation marketplace that focuses on helping travelers plan an entire vacation. Rizort has closed a seed round of funding of \$2.9 million from a variety of investors that include Blume Ventures, Dream Incubators Japan and a few other angel investors.
 - <https://skift.com/2018/05/25/rizort-raises-2-9-million-for-vr-infused-travel-advice-travel-startup-funding-this-week/>
 - <https://www.proactiveinvestors.com/companies/stocktube/11378/rizort-to-increase-vr-and-ai-capabilities-for-its-luxury-vacation-website-11378.html>

Health Tech

- **Tricog:** Predictive health analytics company backed by Microsoft, GE, Inventus and Blume Ventures
 - <http://fortune.com/2017/05/03/tricog/>
 - <http://www.moneycontrol.com/news/technology/auto/from-saving-hearts-to-spreading-sweetness-3-2405855.html>

Large corporates

- **Mahindra Trringo:** Uber of tractors and other farm equipment. A venture launched by the Mahindra Group
 - <http://www.telegraph.co.uk/technology/2016/10/18/uber-for-farmers-tringo-tractor-hailing-app-launched-in-india/>
 - <https://economictimes.indiatimes.com/industry/auto/news/commercial-vehicle/tringo-to-add-value-to-1-million-farmers-in-the-next-one-year-says-mm/articleshow/59647975.cms>
- **GEP:** GEP is a multinational company that provides strategy, software, and managed services to enterprise procurement and supply chain management teams at Global 2000 and Fortune 500 companies worldwide. The company is headquartered in Clark, New Jersey, USA.
- **Aptean:** Aptean is a global leader in enterprise business software, provides targeted ERP, Supply Chain Management and Compliance Solutions to large customers all over the world.





eCommerce

- **Zopnow:** India's largest technology platform for online groceries, currently in partnership with hypermarkets like HyperCITY and More. Operational in 9 cities across India. Backed by Times Internet, Accel Partners, Qualcomm Ventures etc.
 - <http://www.indiaretailing.com/2017/01/11/food/food-grocery/zopnow-enter-high-growth-phase-2017-targets-us-100-million-gmv/>
 - <https://www.vccircle.com/online-grocer-zopnow-raises-10m-dragoneer-existing-investors/>
- **Wakefit:** One of the pioneers to take the sleep solutions segment online. Backed by Sequoia Capital
 - <https://inc42.com/startups/how-sequoia-backed-wakefit-is-using-data-technology-to-democratise-sleep-for-indians/>
 - <https://inc42.com/features/a-shopping-experience-knowledge-of-the-space-and-an-ideal-cofounder-the-serendipitous-story-of-wakefit/>
- **Purple:** Leading player in beauty eCommerce backed by Blume Ventures, IvyCap Ventures, Mumbai Angels, JSW ventures etc
 - <https://inc42.com/buzz/beauty-products-marketplace-purple-raises-2-57-mn-funding/>
- **FreshtoHome:** Leading online retailer of fresh, chemical-free seafood and meat backed by a number of Japanese, West Asian and other institutional investors. Backers also include Rajan Anandan and Mark Pincus, founder of Zynga
 - <https://techcrunch.com/2019/05/27/freshtohome-11million-seriesa-funding/>

Mobile First companies

- **Dailyhunt:** India's largest news app and one of the world's biggest mobile application. Publishes news in 17 languages across iOS, Android, Windows and Blackberry platforms. 90 Million installs with 2.3 Billion pages consumed monthly. Coverage:
 - <https://yourstory.com/2016/10/local-language-app-dailyhunt-raises-25mn-series-d-led-chinese-company-bytedance/>
 - <http://www.livemint.com/Consumer/hUgsVKmgXVNkvG1g0QdPbM/DailyHunt-raises-25-million-in-funding-from-Chinas-ByteDan.html>

Education Tech

- **Great Learning:** Great Learning is an online and blended learning platform designed to empower working professionals to develop relevant competencies and accelerate their career progression
 - <https://www.datasciencecentral.com/profiles/blogs/big-data-analytics-in-india-an-opportunity-worth-choosing>
- **Embibe:** Embibe is the leading provider of edtech products and solutions in the country. It raised venture capital from Lightbox and Kalaari before being acquired by Reliance Industries Limited
 - <https://economictimes.indiatimes.com/industry/energy/oil-gas/ril-completes-acquisition-of-73-stake-in-ai-firm-embibe/articleshow/64562396.cms>
 - <https://www.analyticsindiamag.com/why-reliance-invested-in-ai-based-edtech-startup-embibe/>
- **Upgrad:** Founded by Ronnie Screwvala, UpGrad is an ed-tech platform that provides industry relevant certification programs for working professionals.





- <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/upgrad-eyes-40-m-in-external-funding/articleshow/62409871.cms>
- **Edfora:** FIITJEE backed online learning, tuition, school management and college search platform
 - <https://economictimes.indiatimes.com/jobs/biggies-blacklisted-but-placements-spring-a-startup-surprise-at-iits/articleshow/55862707.cms>

HR Tech

- **Belong:** An outbound hiring Software-as-a-Service (SaaS) platform that helps enterprises and startups hire people through data science, big data and predictive analytics. Backed by Matrix Partners, Sequoia Capital, Blume Ventures etc.
 - <https://www.vccircle.com/big-data-hiring-startup-belong-raises-10-mn-sequoia-matrix-partners>
 - <https://yourstory.com/2019/02/hiring-skills-rishabh-belong>

Sports Tech

- **Playo:** India's leading sports based social network and marketplace for booking sports activities and playgrounds. <https://playo.co/>

Logistics Tech

- **Rivigo:** India's most tech intensive logistics company. Backed by SAIF Partners and Warburg Pincus
 - <https://inc42.com/buzz/logistics-rivigo-funding/>
 - <https://economictimes.indiatimes.com/small-biz/money/rivigos-total-revenue-for-fy17-zooms-170-to-rs-402-crore/articleshow/61331502.cms>
- **Yulu:** On demand bicycles sharing. They use IoT technology to create a vast network of shared dockless bicycles that can be rented easily by a user-friendly app in pay per use business model. Backed by Blume Ventures
 - <https://www.entrepreneur.com/article/326878>
 - https://www.business-standard.com/article/companies/yulu-bikes-peddle-your-way-to-beat-the-traffic-and-make-a-greener-tomorrow-118112000349_1.html

Fin Tech

- **ZestMoney:** One of India's leading consumer lending platforms. Backed by Xiaomi and Alteria Capital
 - https://www.business-standard.com/article/companies/digital-lending-platform-zestmoney-raises-13-4-mn-funding-led-by-xiaomi-118082700465_1.html
 - https://www.business-standard.com/article/news-ani/zestmoney-aims-to-disburse-skill-loans-worth-100-mn-119013100521_1.html
- **ClearTax:** Cleartax is India's #1 Tax & Investing platform which aims to simplify our financial lives. Backed by Sequoia Capital and SAIF Partners.
 - <https://www.livemint.com/Companies/uz1khVL34wvf5Mz19wEflK/ClearTax-raises-300-crore-from-Composite-Cap-others.html>
- **Market Pulse:** Market pulse app is one of the top 3 rated financial app in India. It provides all the necessary intelligence, speed and power to traders to make more informed trading decisions.





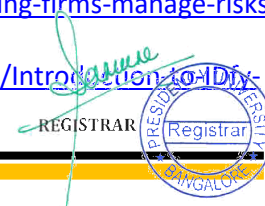
- **Upstox:** Upstox is one of the largest low-cost brokerage firms in India. Backed by Kalaari Capital, GVK Davix and others
 - <https://yourstory.com/2016/02/rksv-funding/>
- **Instamojo:** Indian's leading digital payments and services platform for SMBs. Backed by Blume Ventures, Kalaari Capital and Japanese payments company Anypay and other Japanese institutions
 - <https://yourstory.com/2019/01/instamojo-raises-funds-series-b>
 - https://www.business-standard.com/article/news-ians/mumbai-metro-tie-up-with-instamojo-for-card-payments-119051501156_1.html
- **SlicePAY:** Student micro-financing startup backed by Blume Ventures, Das Capital, Simile Ventures etc.
 - <https://www.livemint.com/companies/start-ups/student-microfinancing-start-up-slicepay-gets-rbi-licence-for-nbfc-play-1548405211531.html>
 - <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/finup-finances-slicepay-in-series-a-deal-estimated-at-15-million/articleshow/65651071.cms>
- **Acko:** India's leading online insurer backed by Binny Bansal, Amazon, Accel Partners, SAIF Partners and many other global VCs and family offices
 - <https://www.livemint.com/companies/start-ups/binny-bansal-others-lead-65-million-funding-in-acko-1552485155268.html>
 - <https://www.thehindubusinessline.com/money-and-banking/online-insurer-acko-general-promises-3-day-claim-guarantee/article25009625.ece>

Robotics & Drones

- **Invento:** Makers of the famous Mitra Robot that was inaugurated by Prime Minister Modi and Ivanka Trump at the Global Entrepreneurship Summit
 - <https://www.mitrarobot.com/>
 - <https://economictimes.indiatimes.com/small-biz/startups/features/watch-mitra-robot-greets-ivanka-pm-modi-at-ges-2017/videoshow/61837517.cms>
- **Systemantics:** They build industrial robots for the manufacturing sector. Backed by Blume Ventures, Accel Partners and Infosys cofounder Nandan Nilekani
 - <https://economictimes.indiatimes.com/small-biz/startups/robotics-firm-systemantics-gets-next-round-of-funding-from-nandan-nilekani/articleshow/51217314.cms>
- **Skylark Drones:** India's leading provider of drones and associated solutions with applications across various sectors viz. highways, railways, urban and rural development, power, solar, mining, agriculture etc
 - https://www.huffingtonpost.in/entry/from-startup-hubs-to-government-corridors-indias-drone-industry-takes-flight_in_5c516b3de4b0d9f9be6ab7ad
 - https://www.business-standard.com/article/companies/with-draft-rules-in-place-skylark-drones-to-deploy-uavs-at-tata-steel-mine-118120600863_1.html

Cloud Computing, SaaS & Business Software

- **Idfy:** India's most tech intensive identity management and background check company
 - http://www.business-standard.com/article/companies/we-are-helping-firms-manage-risks-and-detect-frauds-idfy-s-ashok-hariharan-118010800010_1.html
 - <http://www.thehansindia.com/posts/index/Technology/2016-06-07/Introduction-to-IDfy-a-Start-up-in-Technology-space/233487>





- **Vymo:** Sales force automation and sales effectiveness software. Backed by Microsoft and Sequoia
 - <https://economictimes.indiatimes.com/small-biz/money/sales-analytics-startup-vymo-receives-5-m-in-funding/articleshow/55554801.cms>
 - <https://yourstory.com/2017/04/vymo-tech/>
- **E2E Networks:** India's biggest home grown cloud computing platform. Backed by Blume Ventures & listing shortly on NSE
 - <https://www.medianama.com/2018/03/223-cloud-computing-startup-e2e-networks-to-list-on-nse-emerge/>
 - <https://www.vccircle.com/blume-venture-eyes-stellar-partial-exit-through-e2es-planned-ipo/>
- **Exotel:** Exotel is a cloud telephony platform that powers communication for enterprises, startups and small and medium enterprises in India and Southeast Asia. They provide APIs that help companies devise their own communication flow. Backed by Blume Ventures
 - <https://techcircle.vccircle.com/2018/03/22/with-no-fresh-funding-in-6-years-how-has-exotel-managed-to-stay-profitable/>
- **Freshworks:** India's leading sales and support software company backed by Accel, Tiger Global, Sequoia, Google Capital etc
 - <https://economictimes.indiatimes.com/small-biz/startups/tech-startup-freshdesk-gets-fresh-investments-from-google-capital-tiger-global-accel-partners/articleshow/46988628.cms>
 - <https://www.freshworks.com/>

Blockchain & Cryptocurrencies

- **Unocoin:** India's leading cryptoassets and blockchain company. Backed by Blume Ventures. <https://www.unocoin.com/>

AI/ ML/ Big Data

- **Active.AI:** India's leading AI/ML company that offers chatbots for large banks to interact with their customers. Funded by leading VC funds like Kalaari and IDG ventures. Coverage:
 - <https://yourstory.com/2017/07/active-ai-omni-channel-platform-banks-customer-engagement/>
 - <http://www.thehindubusinessline.com/info-tech/singaporebased-fintech-startup-activeai-raises-3mn-funding/article9343515.ece>
- **Merak.ai:** Machine learning solutions for handwriting recognition, digitization, smart KYC etc
- **Liv.AI:** Deep artificial intelligence and neural networks to communicate with machines in 10 different languages. Winner of the Amazon AI awards 2017
 - <https://economictimes.indiatimes.com/small-biz/startups/features/nine-things-this-startup-has-done-better-than-google-apple-and-amazon-liv-ai/articleshow/61995233.cms>
 - http://www.business-standard.com/article/companies/liv-ai-giving-voice-to-a-billion-people-117082000813_1.html





Tech conglomerates

- **Info Edge:** Owner of the leading online properties- Naukri, Jeevansaathi, Shiksha, 99acres. One of the few listed internet companies in India. Investor and significant shareholder of ventures like Zomato, PolicyBazaar, Meritnation etc.





Letter of Offer

30 January 2020

Dear Likin Biddappa B C,

Based on the recent discussions with you, we are pleased to invite you to join MountBlue Technologies' deployment program.

The program will commence with an intense coding bootcamp that commences on a date between 3 February 2020 and 20 February 2020. You will be a Trainee in the program. The bootcamp will enable you with the skillsets for effective deployment post the bootcamp. Your deployment will be at one of the following cities: Bangalore, Delhi NCR, Mumbai and Hyderabad.

Please refer to all details of the offer in the appendices of this document. Details about the program are available in the appendices.

As you will be aware, common to any training there will be performance reviews and assessments. Through the training period we will conduct performance assessments at regular intervals. Your continued association with MountBlue Technologies is dependent on a consistent record of performance.

Following are some important matters to ensure compliance with-

- During the training period, regular training hours will be 9.30 AM through 6.30 PM, Monday to Saturday. However, if the training requires any other time slots or changes to the training hours as determined necessary by the Management, we will expect your enthusiastic participation in such additional sessions as well
- At regular intervals, we will communicate our expectations and deliverables from you
- We assume you will conduct yourself with the highest standards of integrity and will abide, without deviation, from any code of ethics set forth by us
- We expect your complete focus and attention to the training sessions. During this period, if you need to be engaged in any other occupation please disclose it to us immediately. Ancillary engagements with other entities may entail withdrawal of benefits and services at our sole discretion
- You agree that you will maintain, without compromise, utmost confidentiality with all policies, procedures, data, material and information of MountBlue Technologies
- During the training, if any other rules apply to you, we will notify you of the same

Critical to accepting this offer is your continued commitment to MountBlue Technologies. This will be applicable for the training and deployment phase. We look forward to the opportunity to invest in your training and career growth. We will expect nothing less than for you to fulfil your commitment to us.

Please convey your acceptance of this offer on e-mail by 31 January 2020, failing which this offer stands withdrawn. The details of offer acceptance are given in Appendix 2.

Bipasha Agarwal

Manager
MountBlue Technologies Private Limited



MountBlue Technologies Private Limited
4th Floor, 91Springboard, #175 & #176, Dollars Colony,
Phase 4, JP Nagar, Bannerghatta Main Road, Bengaluru 560076.



Appendix-1

Training Phase

- This phase starts with an intense coding bootcamp that commences on a date between 3 February 2020 and 20 February 2020 and lasts for 12-15 weeks
- The bootcamp will consist of training on full stack coding in Python, JavaScript, Android, databases, devops, testing etc. The bootcamp will also have training on communication, soft skills and business etiquette
- Emphasis will be on learning by doing
- There will be continuous evaluation during the training. There will be limited patience with underperformance and zero patience with indiscipline

Deployment Phase

- Post successful completion of the training, you will be deployed on-site with a customer of MountBlue Technologies. These customers are well known product and services startups based out of Bangalore and other cities
- The deployment period will start immediately after the training period ends and will last 12-13 months
- During deployment phase, you will be a part of our customer's development team and will be expected to contribute significantly as an entry level programmer. Our customers have high yardsticks of performance and you will be judged on those yardsticks. The fact that you have been made the offer means that MountBlue Technologies firmly believes that you have the potential to meet and even surpass these yardsticks

Benefits and Service Bond

- During the Training Phase, you will receive a stipend of INR 10K per month
- During the Deployment Phase, you will receive a monthly compensation of INR 26K per month. On successful completion of the Deployment Phase, you will receive a performance bonus of INR 50K. This makes the whole payout to you during your engagement with MountBlue **~INR 3.92L**
- The whole engagement will be covered under a service bond of INR 2Lakhs
- If you choose to disengage this association before the end of the Deployment Period, you are liable to pay the bond amount of INR 2Lakhs
- You will deposit your certificates in original with MountBlue technologies for verification and safekeeping. These certificates will be returned to you after the successful completion of the Deployment Phase
- MountBlue Technologies is fully compliant with all the regulations of the land. Hence taxes will be deducted at source, as applicable. We will take the right measures in consonance with the spirit of the law to keep the tax outgo at a minimum





BYOD (Bring your own Device)

- As software engineers, a powerful laptop is a critical piece of equipment for you. This will give you tremendous freedom and flexibility to continue evolving as software engineers
- MountBlue has a BYOD policy. All our engineers bring their own device to work that has to be suitable for error free and efficient working.
- Below are the minimum specifications for the laptop
 - 64 bit system
 - 8 GB RAM
 - Operating System – Linux/Mac OS. You can install your choice of Linux in most machines.
 - For hard drive - SSD is recommended but HDD works too
- If you already have a laptop of a lower configuration, you can consider upgrading it to this configuration


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Appendix-2

Acceptance of the offer and commencement of engagement

- Acceptance of the offer and terms of engagement by return email: By **31 January 2020**
- Signing of Documentation and Submission of Documents: By **3 February 2020**

Documents

- The following documents need to be submitted to the organization:
 - Passport sized photograph not older than 6 months
 - A legible copy of one of the following documents- PAN Card/ Aadhaar Card
 - A legible copy of one of the following documents - Aadhaar card/ Passport/ Driving License/ Any other government issued id that contains a photograph, name, date of birth and address
 - **Originals of:**
 - Certificate of passing class 10th
 - Certificate of passing class 12th
 - Certificate of completion of the Undergraduate Course (BTech/ BE/ BCA/ BSc etc.)
 - Certificate of completion of the Postgraduate Course if applicable to you (MTech/ ME/ MCA/ MSc etc.)
 - Marksheet of class 10th
 - Marksheet of class 12th
 - Marksheets of all semesters of the Undergraduate Course (BTech/ BE/ BCA/ BSc etc.)
 - Marksheets of all semesters of the Postgraduate Course if applicable to you (MTech/ ME/ MCA/ MSc etc.)
 - Appointment letter of all full time employment as per your resume submitted to MountBlue Technologies
 - Relieving letter of all full time employment as per your resume submitted to MountBlue Technologies
- Please keep scanned copies as well as photo copies of all the documents you submit.


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Appendix-3

About MountBlue

MountBlue is a premium software development services provider. We work closely with startups and small/medium enterprises to launch their products. Leveraging agile methodology for software development and popular open source technologies, we turn our customers' vision into reality. We are an exclusive service provider- our customers do not choose us, we choose our customers.

About the opportunity

- You will get the opportunity to interact with and learn from the CTOs and Directors of Engineering of leading technology startups in India
- Perfect launchpad for a high flying career in technology

Our customers

We have >70 customers. Some of our customers where trainees of previous cohorts are deployed are:

Food Tech

- **Zomato:** One of the world's leading foodtech company. One of India's few Unicorns. Backed by Alibaba, Sequoia, Temasek, Info Edge etc.
 - <https://www.livemint.com/Leisure/g2mOkiSiCDIlqnDmoLepoO/The-secret-to-hiring-a-stud-junta-team.html>
 - <https://www.livemint.com/Companies/ValugodQ1d92PERi3FQaYP/Zomato-raises-200-million-from-Ant-Financials.html>

Social & Media

- **Yourstory:** India's largest media tech company for startups, entrepreneurs, investors, innovators and change makers. Backed by Ratan Tata, Accel Partners, Kalaari Capital, Mohandas Pai, Qualcomm ventures etc
 - <https://www.livemint.com/Companies/UNA5HDyVLI31ZXbGrdFCzI/YourStory-raises-6-million-from-Kalaari-Capital-Qualcomm-V.html>
 - yourstory.com
- **Magicpin:** Hyperlocal discovery platform backed by Lightspeed Venture Partners and Waterbridge Partners
 - <https://yourstory.com/2017/05/local-discovery-and-rewards-app-magicpin-raises-7-million-series-b-funding/>
 - <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/local-discovery-platform-magicpin-launches-augmented-reality-on-its-app/articleshow/62125398.cms>
- **Letsventure:** India's leading platform for raising angel and seed investment for startups. One of the few investments of Ratan Tata. Coverage:
 - <http://www.livemint.com/Companies/bQ2oefYdhrh0s4mq4GXrMJ/Ratan-Tata-Mohandas-Pai-invest-in-LetsVenture-join-platfor.html>





Travel & Hospitality

- **Zolo:** India's largest chain of standardized branded PG accommodations. Backed by Nexus Venture Partners
 - <https://inc42.com/flash-feed/zolo-funding/>
 - <https://www.moneycontrol.com/news/business/real-estate/how-branded-hostels-for-working-professionals-are-creating-fortunes-for-investors-2258765.html>
- **Travel Triangle:** TravelTriangle connects customers to travel agents, fetches quotations, customizes trips and makes bookings online. Backed by RB Investments, SAIF Partners and Bessemer Venture Partners
 - <https://www.livemint.com/Companies/35oRubTwx4adBpGjAF51UN/TravelTriangle-raises-10-million-in-Series-B-round.html>
- **Pickyourtrail:** A platform that empowers travelers to create, customize and book vacations. It enables travelers to plan and book personalized international vacations such as honeymoons and family vacations. Travelers are offered with personal itineraries and Travel Genie: a personalized travel journal with travel information and tips.
- **Rizort:** A luxury vacation marketplace that focuses on helping travelers plan an entire vacation. Rizort has closed a seed round of funding of \$2.9 million from a variety of investors that include Blume Ventures, Dream Incubators Japan and a few other angel investors.
 - <https://skift.com/2018/05/25/rizort-raises-2-9-million-for-vr-infused-travel-advice-travel-startup-funding-this-week/>
 - <https://www.proactiveinvestors.com/companies/stocktube/11378/rizort-to-increase-vr-and-ai-capabilities-for-its-luxury-vacation-website-11378.html>

Health Tech

- **Tricog:** Predictive health analytics company backed by Microsoft, GE, Inventus and Blume Ventures
 - <http://fortune.com/2017/05/03/tricog/>
 - <http://www.moneycontrol.com/news/technology/auto/from-saving-hearts-to-spreading-sweetness-3-2405855.html>

Large corporates

- **Mahindra Trringo:** Uber of tractors and other farm equipment. A venture launched by the Mahindra Group
 - <http://www.telegraph.co.uk/technology/2016/10/18/uber-for-farmers-tringo-tractor-hailing-app-launched-in-india/>
 - <https://economictimes.indiatimes.com/industry/auto/news/commercial-vehicle/tringo-to-add-value-to-1-million-farmers-in-the-next-one-year-says-mm/articleshow/59647975.cms>
- **GEP:** GEP is a multinational company that provides strategy, software, and managed services to enterprise procurement and supply chain management teams at Global 2000 and Fortune 500 companies worldwide. The company is headquartered in Clark, New Jersey, USA.
- **Aptean:** Aptean is a global leader in enterprise business software, provides targeted ERP, Supply Chain Management and Compliance Solutions to large customers all over the world.





eCommerce

- **Zopnow:** India's largest technology platform for online groceries, currently in partnership with hypermarkets like HyperCITY and More. Operational in 9 cities across India. Backed by Times Internet, Accel Partners, Qualcomm Ventures etc.
 - <http://www.indiaretailing.com/2017/01/11/food/food-grocery/zopnow-enter-high-growth-phase-2017-targets-us-100-million-gmv/>
 - <https://www.vccircle.com/online-grocer-zopnow-raises-10m-dragoneer-existing-investors/>
- **Wakefit:** One of the pioneers to take the sleep solutions segment online. Backed by Sequoia Capital
 - <https://inc42.com/startups/how-sequoia-backed-wakefit-is-using-data-technology-to-democratise-sleep-for-indians/>
 - <https://inc42.com/features/a-shopping-experience-knowledge-of-the-space-and-an-ideal-cofounder-the-serendipitous-story-of-wakefit/>
- **Purple:** Leading player in beauty eCommerce backed by Blume Ventures, IvyCap Ventures, Mumbai Angels, JSW ventures etc
 - <https://inc42.com/buzz/beauty-products-marketplace-purple-raises-2-57-mn-funding/>
- **FreshtoHome:** Leading online retailer of fresh, chemical-free seafood and meat backed by a number of Japanese, West Asian and other institutional investors. Backers also include Rajan Anandan and Mark Pincus, founder of Zynga
 - <https://techcrunch.com/2019/05/27/freshtohome-11million-seriesa-funding/>

Mobile First companies

- **Dailyhunt:** India's largest news app and one of the world's biggest mobile application. Publishes news in 17 languages across iOS, Android, Windows and Blackberry platforms. 90Million installs with 2.3Billion pages consumed monthly. Coverage:
 - <https://yourstory.com/2016/10/local-language-app-dailyhunt-raises-25mn-series-d-led-chinese-company-bytedance/>
 - <http://www.livemint.com/Consumer/hUgsVKmgXVNkvG1g0QdPbM/DailyHunt-raises-25-million-in-funding-from-Chinas-ByteDan.html>

Education Tech

- **Great Learning:** Great Learning is an online and blended learning platform designed to empower working professionals to develop relevant competencies and accelerate their career progression
 - <https://www.datasciencecentral.com/profiles/blogs/big-data-analytics-in-india-an-opportunity-worth-choosing>
- **Embibe:** Embibe is the leading provider of edtech products and solutions in the country. It raised venture capital from Lightbox and Kalaari before being acquired by Reliance Industries Limited
 - <https://economictimes.indiatimes.com/industry/energy/oil-gas/ril-completes-acquisition-of-73-stake-in-ai-firm-embibe/articleshow/64562396.cms>
 - <https://www.analyticsindiamag.com/why-reliance-invested-in-ai-based-edtech-startup-embibe/>
- **Upgrad:** Founded by Ronnie Screwvala, UpGrad is an ed-tech platform that provides industry relevant certification programs for working professionals.





- <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/upgrad-eyes-40-m-in-external-funding/articleshow/62409871.cms>
- **Edfora:** FIITJEE backed online learning, tuition, school management and college search platform
 - <https://economictimes.indiatimes.com/jobs/biggies-blacklisted-but-placements-spring-a-startup-surprise-at-iits/articleshow/55862707.cms>

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- **Belong:** An outbound hiring Software-as-a-Service (SaaS) platform that helps enterprises and startups hire people through data science, big data and predictive analytics. Backed by Matrix Partners, Sequoia Capital, Blume Ventures etc.
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 - <https://yourstory.com/2019/02/hiring-skills-rishabh-belong>

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- **Playo:** India's leading sports based social network and marketplace for booking sports activities and playgrounds. <https://playo.co/>

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 - <https://inc42.com/buzz/logistics-rivigo-funding/>
 - <https://economictimes.indiatimes.com/small-biz/money/rivigos-total-revenue-for-fy17-zooms-170-to-rs-402-crore/articleshow/61331502.cms>
- **Yulu:** On demand bicycles sharing. They use IoT technology to create a vast network of shared dockless bicycles that can be rented easily by a user-friendly app in pay per use business model. Backed by Blume Ventures
 - <https://www.entrepreneur.com/article/326878>
 - https://www.business-standard.com/article/companies/yulu-bikes-peddle-your-way-to-beat-the-traffic-and-make-a-greener-tomorrow-118112000349_1.html

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 - https://www.business-standard.com/article/companies/digital-lending-platform-zestmoney-raises-13-4-mn-funding-led-by-xiaomi-118082700465_1.html
 - https://www.business-standard.com/article/news-ani/zestmoney-aims-to-disburse-skill-loans-worth-100-mn-119013100521_1.html
- **ClearTax:** Cleartax is India's #1 Tax & Investing platform which aims to simplify our financial lives. Backed by Sequoia Capital and SAIF Partners.
 - <https://www.livemint.com/Companies/uz1khVL34wvf5Mz19wEflK/ClearTax-raises-300-crore-from-Composite-Cap-others.html>
- **Market Pulse:** Market pulse app is one of the top 3 rated financial app in India. It provides all the necessary intelligence, speed and power to traders to make more informed trading decisions.





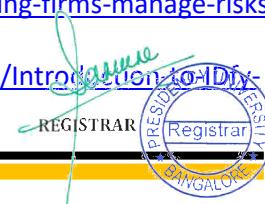
- **Upstox:** Upstox is one of the largest low-cost brokerage firms in India. Backed by Kalaari Capital, GVK Davix and others
 - <https://yourstory.com/2016/02/rksv-funding/>
- **Instamojo:** Indian's leading digital payments and services platform for SMBs. Backed by Blume Ventures, Kalaari Capital and Japanese payments company Anypay and other Japanese institutions
 - <https://yourstory.com/2019/01/instamojo-raises-funds-series-b>
 - https://www.business-standard.com/article/news-ians/mumbai-metro-tie-up-with-instamojo-for-card-payments-119051501156_1.html
- **SlicePAY:** Student micro-financing startup backed by Blume Ventures, Das Capital, Simile Ventures etc.
 - <https://www.livemint.com/companies/start-ups/student-microfinancing-start-up-slicepay-gets-rbi-licence-for-nbfc-play-1548405211531.html>
 - <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/finup-finances-slicepay-in-series-a-deal-estimated-at-15-million/articleshow/65651071.cms>
- **Acko:** India's leading online insurer backed by Binny Bansal, Amazon, Accel Partners, SAIF Partners and many other global VCs and family offices
 - <https://www.livemint.com/companies/start-ups/binny-bansal-others-lead-65-million-funding-in-acko-1552485155268.html>
 - <https://www.thehindubusinessline.com/money-and-banking/online-insurer-acko-general-promises-3-day-claim-guarantee/article25009625.ece>

Robotics & Drones

- **Invento:** Makers of the famous Mitra Robot that was inaugurated by Prime Minister Modi and Ivanka Trump at the Global Entrepreneurship Summit
 - <https://www.mitrarobot.com/>
 - <https://economictimes.indiatimes.com/small-biz/startups/features/watch-mitra-robot-greets-ivanka-pm-modi-at-ges-2017/videoshow/61837517.cms>
- **Systemantics:** They build industrial robots for the manufacturing sector. Backed by Blume Ventures, Accel Partners and Infosys cofounder Nandan Nilekani
 - <https://economictimes.indiatimes.com/small-biz/startups/robotics-firm-systemantics-gets-next-round-of-funding-from-nandan-nilekani/articleshow/51217314.cms>
- **Skylark Drones:** India's leading provider of drones and associated solutions with applications across various sectors viz. highways, railways, urban and rural development, power, solar, mining, agriculture etc
 - https://www.huffingtonpost.in/entry/from-startup-hubs-to-government-corridors-indias-drone-industry-takes-flight_in_5c516b3de4b0d9f9be6ab7ad
 - https://www.business-standard.com/article/companies/with-draft-rules-in-place-skylark-drones-to-deploy-uavs-at-tata-steel-mine-118120600863_1.html

Cloud Computing, SaaS & Business Software

- **Idfy:** India's most tech intensive identity management and background check company
 - http://www.business-standard.com/article/companies/we-are-helping-firms-manage-risks-and-detect-frauds-idfy-s-ashok-hariharan-118010800010_1.html
 - <http://www.thehansindia.com/posts/index/Technology/2016-06-07/Introduction-to-IDfy-a-Start-up-in-Technology-space/233487>





- **Vymo:** Sales force automation and sales effectiveness software. Backed by Microsoft and Sequoia
 - <https://economictimes.indiatimes.com/small-biz/money/sales-analytics-startup-vymo-receives-5-m-in-funding/articleshow/55554801.cms>
 - <https://yourstory.com/2017/04/vymo-tech/>
- **E2E Networks:** India's biggest home grown cloud computing platform. Backed by Blume Ventures & listing shortly on NSE
 - <https://www.medianama.com/2018/03/223-cloud-computing-startup-e2e-networks-to-list-on-nse-emerge/>
 - <https://www.vccircle.com/blume-venture-eyes-stellar-partial-exit-through-e2es-planned-ipo/>
- **Exotel:** Exotel is a cloud telephony platform that powers communication for enterprises, startups and small and medium enterprises in India and Southeast Asia. They provide APIs that help companies devise their own communication flow. Backed by Blume Ventures
 - <https://techcircle.vccircle.com/2018/03/22/with-no-fresh-funding-in-6-years-how-has-exotel-managed-to-stay-profitable/>
- **Freshworks:** India's leading sales and support software company backed by Accel, Tiger Global, Sequoia, Google Capital etc
 - <https://economictimes.indiatimes.com/small-biz/startups/tech-startup-freshdesk-gets-fresh-investments-from-google-capital-tiger-global-accel-partners/articleshow/46988628.cms>
 - <https://www.freshworks.com/>

Blockchain & Cryptocurrencies

- **Unocoin:** India's leading cryptoassets and blockchain company. Backed by Blume Ventures. <https://www.unocoin.com/>

AI/ ML/ Big Data

- **Active.AI:** India's leading AI/ML company that offers chatbots for large banks to interact with their customers. Funded by leading VC funds like Kalaari and IDG ventures. Coverage:
 - <https://yourstory.com/2017/07/active-ai-omni-channel-platform-banks-customer-engagement/>
 - <http://www.thehindubusinessline.com/info-tech/singaporebased-fintech-startup-activeai-raises-3mn-funding/article9343515.ece>
- **Merak.ai:** Machine learning solutions for handwriting recognition, digitization, smart KYC etc
- **Liv.AI:** Deep artificial intelligence and neural networks to communicate with machines in 10 different languages. Winner of the Amazon AI awards 2017
 - <https://economictimes.indiatimes.com/small-biz/startups/features/nine-things-this-startup-has-done-better-than-google-apple-and-amazon-liv-ai/articleshow/61995233.cms>
 - http://www.business-standard.com/article/companies/liv-ai-giving-voice-to-a-billion-people-117082000813_1.html





Tech conglomerates

- **Info Edge:** Owner of the leading online properties- Naukri, Jeevansaathi, Shiksha, 99acres. One of the few listed internet companies in India. Investor and significant shareholder of ventures like Zomato, PolicyBazaar, Meritnation etc.



February 14, 2020

Kakarla Mary Pallavi
pallavireddykakarla@gmail.com

Dear KaKarla Mary Pallavi,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

A handwritten signature in green ink is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "PRESIDENCY UNIVERSITY" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.

Annexure I: Compensation Structure			
Name	KaKarla Mary Pallavi	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



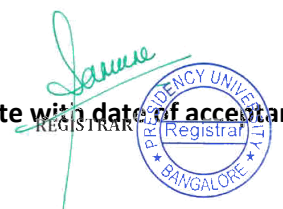
Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Pavan Kalyan
yenduripavankalyan@gmail.com

Dear Pavan Kalyan,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Technology Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.


REGISTRAR


Annexure I: Compensation Structure			
Name	Pavan Kalyan	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



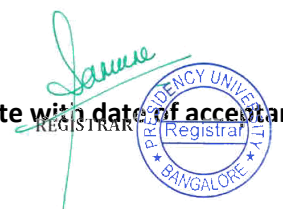
Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Sulagna Sarkar
sulagmonsarkar@gmail.com

Dear Sulagna Sarkar,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Aptitude Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

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Annexure I: Compensation Structure			
Name	Sulagna Sarkar	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



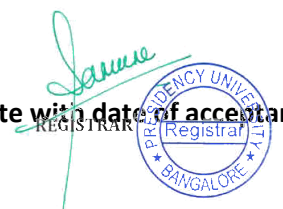
Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Hari Govinda Kalkura
harigovindha78@gmail.com

Dear Hari Govinda Kalkura,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Aptitude Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

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Annexure I: Compensation Structure			
Name	Hari Govinda Kalkura	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



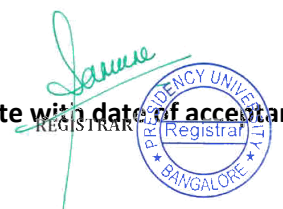
Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



February 14, 2020

Venkata Sai Subhash Dittakavi
dittakavi.subhash@gmail.com

Dear Venkata Sai Subhash Dittakavi,

Further to our interactions with you, we are pleased to offer you the position of **Associate - Training** with the Aptitude Practice at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Associate - Training** with an Annual CTC of **Rs.288000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 3 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

A green ink signature is written over a blue circular stamp. The stamp contains the text "REGISTRAR" at the top, "PRESIDENCY UNIVERSITY" around the inner edge, "Registrar" in the center, and "BANGALORE" at the bottom.

Annexure I: Compensation Structure			
Name	Venkata Sai Subhash Dittakavi	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96000
2	House Rent Allowance		38400
3	Medical Allowance		15000
4	Conveyance Allowance		19200
5	Special Allowance		49800
6	Provident Fund (Employer Contribution)		21600
	Total Fixed Pay per annum		240000
	Annual Performance Linked Pay (Maximum)		48000
	Total Cost to Company		288000

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000). The premium for the same will be borne by the company.

*If the employee opts out of the Provident Fund facility, the Contribution to the same shall be appropriately adjusted into the Special Allowance and paid out.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



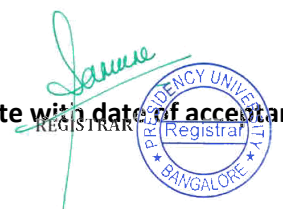
Vijay Anand P S

Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



Date: February 12, 2020

Location: Bangalore.

Dear Sneha,

Sub: Conditional Offer of Employment

We welcome you to Network Labs (India) Pvt Ltd., Bengaluru. We are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can along with all of us build a globally recognized organization. Network Labs (India) Pvt Ltd., provides long-term career opportunities for the fresher candidates and we sincerely hope that you will grow with us in a world-class environment.

We are pleased to make you a conditional offer to join our flagship program CLAP-IT IMS (CAREER LAUNCH PROGRAM in IT IMS) program which intends to Source-Train-Deploy in the space of IT Infrastructure Management Services as Trainee.

Your training period will be for 45 days and all the technologies trained under this program is completely free. You will have to meet the criteria's as per the company's defined expectations by the end of your engineering graduation on your academic scores and performance in our training program. During this period the performance will be closely monitored to confirm your progress to the next level.

Compensation:

Upon successful completion of the training period (LO) and meeting all our criteria, you will be onboarded, and the compensation would be INR 2.4 lakhs per annum.

Your location of joining could be any offices of Network Labs associate companies or any of its clients across India and might have to travel with in India and abroad. We will subsequently share our detailed employment offer letter that will be rolled out to you after successful completion of training period.

As mentioned above, this offer is subject to successful completion of training, clearing final interview and submission of your graduation completion certificate.

During the training period of 45 days, we would like to make it clear that there will be no remuneration and you must use your personal laptop for the training.

we look forward to work with you. We believe that you will find a truly exciting and fulfilling career aspiration.

With warm regards,

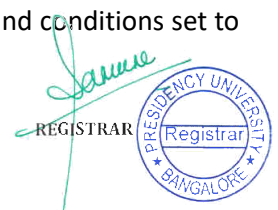
Kiran Patil
BU Head
Network Labs (India) Pvt Ltd

Kindly return a copy of this letter duly countersigned by you in acceptance of the terms and conditions set to herein.

Signed:

Name:

Location:



Date: February 12, 2020

Location: Bangalore.

Dear Ramya,

Sub: Conditional Offer of Employment

We welcome you to Network Labs (India) Pvt Ltd., Bengaluru. We are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can along with all of us build a globally recognized organization. Network Labs (India) Pvt Ltd., provides long-term career opportunities for the fresher candidates and we sincerely hope that you will grow with us in a world-class environment.

We are pleased to make you a conditional offer to join our flagship program CLAP-IT IMS (CAREER LAUNCH PROGRAM in IT IMS) program which intends to Source-Train-Deploy in the space of IT Infrastructure Management Services as Trainee.

Your training period will be for 45 days and all the technologies trained under this program is completely free. You will have to meet the criteria's as per the company's defined expectations by the end of your engineering graduation on your academic scores and performance in our training program. During this period the performance will be closely monitored to confirm your progress to the next level.

Compensation:

Upon successful completion of the training period (LO) and meeting all our criteria, you will be onboarded, and the compensation would be INR 2.4 lakhs per annum.

Your location of joining could be any offices of Network Labs associate companies or any of its clients across India and might have to travel with in India and abroad. We will subsequently share our detailed employment offer letter that will be rolled out to you after successful completion of training period.

As mentioned above, this offer is subject to successful completion of training, clearing final interview and submission of your graduation completion certificate.

During the training period of 45 days, we would like to make it clear that there will be no remuneration and you must use your personal laptop for the training.

we look forward to work with you. We believe that you will find a truly exciting and fulfilling career aspiration.

With warm regards,

Kiran Patil
BU Head
Network Labs (India) Pvt Ltd

Kindly return a copy of this letter duly countersigned by you in acceptance of the terms and conditions set to herein.

Signed: *Ramya R.*

Name: **RAMYA.R**

Location: **BANGLORE**



14-2-2020

Dear **CHANCHAL KUMARI**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Curriculum Designer**" in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **24-2-2020**

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.


REGISTRAR


14-2-2020

Dear **GUDETI SUSHMITHA**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Curriculum Designer**" in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **24-2-2020**

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.


REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

14-2-2020

Dear **SINI M VARGHESE,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Curriculum Designer"** in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **24-2-2020**

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.


REGISTRAR

REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

14-2-2020

Dear **LEKHA S,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a **"Curriculum Designer"** in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **24-2-2020**

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- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.


REGISTRAR

REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

14-2-2020

Dear **SYED JAWAD AHMED M,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Curriculum Designer**" in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

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- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.



14-2-2020

Dear **BOYA GANESH NAIDU,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Curriculum Designer**" in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **24-2-2020**

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

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- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.



14-2-2020

Dear **MATHEEN PASHA Z,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Curriculum Designer**" in our **Team** at **Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **24-2-2020**.

Your fixed remuneration would be INR 3,00,000 (Three Lakh Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **24-2-2020**

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.



Ref: TC/HR/OFL

14th Feb 2020
Bangalore

Nithesh Reddy E
#80,1st cross,GKW layout,
peenya 2nd stage,
Bangalore– 560 058

Dear Nithesh ,

We are pleased to offer you the position of “Software Engineer” in our Organization. Please note that your offer is valid contingent on receiving an acceptance from you and a starting date at Telaverge, not later than **2nd March 2020**.

Your employment at Telaverge (India) is subject to the terms and conditions of this letter and the Telaverge employment agreement that will be provided to you when you join the company.

Your appointment will be effective from, i.e. **2nd March 2020**.

Emoluments & Perquisites

You will receive a Total Annual Salary of **Rs 3,00,000 /-(Rupees Three Lakhs Only)** per year as the cost to the company and will be subjected to tax deduction at source in accordance with the prevailing IT rules.

You have been provided with a complete breakup of your salary in the attachment to this appointment letter. As per standard company policy, you will be on probation for the first 6 months (180 days).

Salary Review

Your salary will be reviewed periodically as per the policy of the company. Your increments in the grade are discretionary and will be subject to and on the basis of effective performance and results during the period.

Contact Us :

Email : hr@telaverge.com

Tel : 9980003482

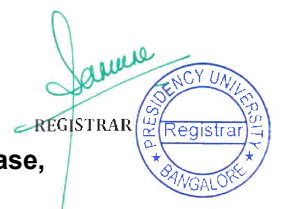
www.telavergecommunications.com

Registered Office:

Ground Floor, South Central, # 23 & 24 EPIP 1st Phase,

KIADB Whitefield, Bangalore – 560 066, India

CIN No. U72200KA2016PTC086409



Transfer

You will be liable to be transferred to any other department, establishment or branch of the company. In such a case, you will be governed by the terms and conditions of service applicable to the new placement.

Overseas Assignments

- a. Depending on the job requirement, you may be assigned to work abroad with our parent company and/or client companies. The duration of such postings will depend on the nature of the assignment. While you are abroad you will be paid salary/allowances as per the prevailing company policy.
- b. Based on requirements and business situations, you may be transferred to any of our partner companies or customers in consultation with you in India OR Overseas. This transfer agreement will be executed based on a written mutual consent and NOC (From both Telaverge and Yourself).

Probation: If your performance is satisfactory then you will be Auto Confirmed after **Six Months**.

Confidential information

You will not at any time, without the consent of the appropriate authority, 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 may be confined to you or become known to you in the course of your service or otherwise.

Working Hours

In order to become a result-oriented company, we encourage flexible timings. Though the official timings will be between 8.00 a.m. and 5.00 p.m., your timings could be adjustable in an effective manner. We expect your presence for interaction with the Parent Company in the US and also to direct the other staff.

We have a five-day week, but the office is accessible on Saturdays and Sundays with prior intimation.

Travel

You will be required to undertake travel on company work and you will be paid travel expenses for this as per the prevailing travel policies of the Company.

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Tel : 9980003482

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CIN No. U72200KA2016PTC086409



Protection of interest

- a. If you conceive any new advanced methods of improving processes/formulae/systems in relation to the operations of the company, such developments will be fully communicated to the company, which will remain the sole right/property of the company.
- b. Any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this Consultant contract. You agree that you will not disclose company information or use, or induce the company to use, any proprietary information, trade secret or confidential business information of any other person or entity.

Past record

If any declaration is 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 a case, you will be liable to removal from service without any notice.

What we expect from you

- a) We expect that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on a full time or part-time basis.
- b) We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you would have become aware of during your employment with us.
- c) We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the company.

Medical Fitness and Verification of particulars:

Your appointment is subject to:

- a. You're being declared medically fit by a Medical Officer or by a Doctor specified by the company and you are continuing to remain medically fit.

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Tel : 9980003482

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- b. In case particulars mentioned in your application are found false, not authentic or without documentary proof, your service would be liable for termination at any time without any notice or any compensation in lieu thereof.
- c. Telaverge may conduct a background or reference check (or both) during the first two months of you joining the organization. You are expected to cooperate fully in those procedures and this offer is subjected to the outcome of those checks and satisfactory results. Telaverge reserves the right to terminate the employment if the background check is not yielding professional and acceptable results.

Termination

- a. We hope your association with us will be a very long one. However, either party may terminate this association by giving Three months notice. However, in the event of willful neglect of your duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.
- b. In case you leave the organization within two years from the date of joining i.e 2nd July 2021, the expenses incurred by the company (stipend/compensation/incentive) during your internship period have to be reimbursed by you.

This would include the following costs (If any)

- Relocation costs
 - Compensation/Stipend paid during training / Internship period
 - Joining Bonus paid
 - Retention Bonus paid
 - Housing Deposit
 - Training in the US (Travel and stay)
- c. In case you leave the organization within three months from the date of joining you are also liable to pay administrative charges of Rs. 15,000/- (Rupees Fifteen Thousand)and the same will be deducted in the final settlement. The administration charges Include onboarding, Third party referral check, Insurance related and other administrative expenses.
 - d. During the Probation period notice period will be three months. However, in the event of unsatisfactory performance of your duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

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- e. If no projects are assigned to you (Bench) then the notice period shall be two months.

After Termination

On termination of employment, you will immediately return to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, backup copies of programs, source/object and data etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.

We are delighted that you have completed your internship and would join as a Full-Time Employee with Telaverge Communications. A copy of the employment agreement is provided for your review, signature and return

If for any reason you fail to join the services of the company before the above date of the offer, the offer shall stand withdrawn.

For **Telaverge Communication India Pvt. Ltd.**

NS Ajithkumar
Authorized Signatory

CC: HR FileAcceptance Signature/Date: _____

Contact Us :

Email : hr@telaverge.com

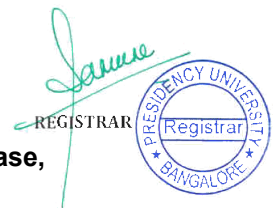
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PS : Please be advised that your compensation details are personal and strictly confidential and it should not be discussed with anyone under any circumstances, in case of any doubts please contact the HR Department.

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Tel : 9980003482

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CIN No. U72200KA2016PTC086409



Ref: TC/HR/OFL

14th Feb 2020
Bangalore

Krishnaji B Kulkarni
Hno. 15 Mahalaxmi niwas
Haveli Curti Ponda, North Goa,
Goa - 403401

Dear Krishnaji ,

We are pleased to offer you the position of “Software Engineer” in our Organization. Please note that your offer is valid contingent on receiving an acceptance from you and a starting date at Telaverge, not later than **2nd March 2020**.

Your employment at Telaverge (India) is subject to the terms and conditions of this letter and the Telaverge employment agreement that will be provided to you when you join the company.

Your appointment will be effective from, i.e. **2nd March 2020**.

Emoluments & Perquisites

You will receive a Total Annual Salary of **Rs 3,00,000 /-(Rupees Three Lakhs Only)** per year as the cost to the company and will be subjected to tax deduction at source in accordance with the prevailing IT rules.

You have been provided with a complete breakup of your salary in the attachment to this appointment letter. As per standard company policy, you will be on probation for the first 6 months (180 days).

Salary Review

Your salary will be reviewed periodically as per the policy of the company. Your increments in the grade are discretionary and will be subject to and on the basis of effective performance and results during the period.

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Tel : 9980003482

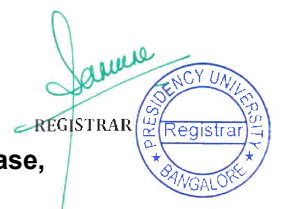
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Transfer

You will be liable to be transferred to any other department, establishment or branch of the company. In such a case, you will be governed by the terms and conditions of service applicable to the new placement.

Overseas Assignments

- a. Depending on the job requirement, you may be assigned to work abroad with our parent company and/or client companies. The duration of such postings will depend on the nature of the assignment. While you are abroad you will be paid salary/allowances as per the prevailing company policy.
- b. Based on requirements and business situations, you may be transferred to any of our partner companies or customers in consultation with you in India OR Overseas. This transfer agreement will be executed based on a written mutual consent and NOC (From both Telaverge and Yourself).

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You will not at any time, without the consent of the appropriate authority, 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 may be confined to you or become known to you in the course of your service or otherwise.

Working Hours

In order to become a result-oriented company, we encourage flexible timings. Though the official timings will be between 8.00 a.m. and 5.00 p.m., your timings could be adjustable in an effective manner. We expect your presence for interaction with the Parent Company in the US and also to direct the other staff.

We have a five-day week, but the office is accessible on Saturdays and Sundays with prior intimation.

Travel

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Protection of interest

- a. If you conceive any new advanced methods of improving processes/formulae/systems in relation to the operations of the company, such developments will be fully communicated to the company, which will remain the sole right/property of the company.
- b. Any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this Consultant contract. You agree that you will not disclose company information or use, or induce the company to use, any proprietary information, trade secret or confidential business information of any other person or entity.

Past record

If any declaration is 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 a case, you will be liable to removal from service without any notice.

What we expect from you

- a) We expect that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on a full time or part-time basis.
- b) We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you would have become aware of during your employment with us.
- c) We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the company.

Medical Fitness and Verification of particulars:

Your appointment is subject to:

- a. You're being declared medically fit by a Medical Officer or by a Doctor specified by the company and you are continuing to remain medically fit.

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- b. In case particulars mentioned in your application are found false, not authentic or without documentary proof, your service would be liable for termination at any time without any notice or any compensation in lieu thereof.
- c. Telaverge may conduct a background or reference check (or both) during the first two months of you joining the organization. You are expected to cooperate fully in those procedures and this offer is subjected to the outcome of those checks and satisfactory results. Telaverge reserves the right to terminate the employment if the background check is not yielding professional and acceptable results.

Termination

- a. We hope your association with us will be a very long one. However, either party may terminate this association by giving Three months notice. However, in the event of willful neglect of your duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.
- b. In case you leave the organization within two years from the date of joining i.e 2nd July 2021, the expenses incurred by the company (stipend/compensation/incentive) during your internship period have to be reimbursed by you.

This would include the following costs (If any)

- Relocation costs
 - Compensation/Stipend paid during training / Internship period
 - Joining Bonus paid
 - Retention Bonus paid
 - Housing Deposit
 - Training in the US (Travel and stay)
- c. In case you leave the organization within three months from the date of joining you are also liable to pay administrative charges of Rs. 15,000/- (Rupees Fifteen Thousand)and the same will be deducted in the final settlement. The administration charges Include onboarding, Third party referral check, Insurance related and other administrative expenses.
 - d. During the Probation period notice period will be three months. However, in the event of unsatisfactory performance of your duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever.

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- e. If no projects are assigned to you (Bench) then the notice period shall be two months.

After Termination

On termination of employment, you will immediately return to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, backup copies of programs, source/object and data etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.

We are delighted that you have completed your internship and would join as a Full-Time Employee with Telaverge Communications. A copy of the employment agreement is provided for your review, signature and return

If for any reason you fail to join the services of the company before the above date of the offer, the offer shall stand withdrawn.

For **Telaverge Communication India Pvt. Ltd.**

NS Ajithkumar
Authorized Signatory

CC: HR FileAcceptance Signature/Date: _____

Contact Us :

Email : hr@telaverge.com

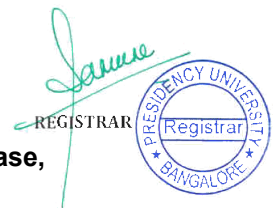
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KIADB Whitefield, Bangalore – 560 066, India**

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PS : Please be advised that your compensation details are personal and strictly confidential and it should not be discussed with anyone under any circumstances, in case of any doubts please contact the HR Department.

Contact Us :

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Tel : 9980003482

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Registered Office:

**Ground Floor, South Central, # 23 & 24 EPIP 1st Phase,
KIADB Whitefield, Bangalore – 560 066, India**

CIN No. U72200KA2016PTC086409



27th February 2020

Ms.Chhavi.

Dear Chhavi,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a provisional appointment in Netcon Technologies India Pvt. Ltd as “**Engineer Trainee**”

The following are the terms and conditions:

1. You will be paid a total remuneration of **INR 2,64,000 (Rupees Two Lakhs and Sixty Four Thousand Only)** per annum. The detailed breakup will be as per the enclosure. All taxes and levies as applicable will be borne by you.
2. You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 6 days of paid leave.
3. You are required to join the company on or before **15.06.2020**. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.
4. You will initially report to **Mr. Manoharan T, Manager - DEI**. Your reporting is subject to change at the discretion of the Company.
5. Your initial place of posting shall be at **Bangalore**. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.
6. During the term of employment with Netcon, you will not represent, handle or otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively to Netcon’s work and business. You will not carry on, without the consent from Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.


REGISTRAR


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been confirmed in the company. Please note that the company's policies are subject to changes from time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years completion as per official date of birth records.
8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts there from.
9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No.523/3, Bushido Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore – 641 028 on or before the date mentioned above:
 - 4 Passport size colour photographs
 - Proof of Academic & Technical qualification / Certificates starting from 10th to the recent qualification along with their photocopies
 - Residence Address Proof, ID Proof and PAN Card
 - Copy of Previous Company Offer / Appointment letter, recent salary revision letter if any, recent 3 month's salary slip & relieving letters.

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family and we assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,
For Netcon Technologies India Pvt Ltd



Senthil Kumaran S
Manager - HR & Admin.




COMPENSATION DETAILS

Name	Chhavi	
Designation	Engineer Trainee	
SALARY COMPONENTS	MONTH / INR	ANNUAL / INR
Basic Salary	6,366	76,390
House Rent Allowance	2,546	30,556
Conveyance Allowance	1,591	19,097
Medical Allowance	1,910	22,917
Special Allowance	318	3,819
Other Allowance	7,000	84,000
Gross Salary	19,732	2,36,780
Provident Fund (Employer Contributions)	1,324	15,889
ESI (Employer Contributions)	414	4,965
Bonus	530	6,366
Fixed CTC	22,000	2,64,000
Provident Fund (Employee Contributions)	1,800	21,600
ESI (Employee Contributions)	148	1,776
Net Salary (Pre-Tax)	18,314	2,19,770
Total CTC	22,000	2,64,000

NOTE:

- Professional Tax & Labour Welfare Fund will be deducted as per the norms (as applicable).
- The above-mentioned salary components are as per the current structure. Any changes in the organization policy with respect to this structure will be applied as on that date.

OTHER BENEFITS:

- Group Mediciam and Personal Accident Coverage as per the policy and eligibility

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on : _____

Signature & Date : _____

(Chhavi)



27th February 2020

Mr. Mohammed Shahjahan.

Dear Mohammed Shahjahan,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a provisional appointment in Netcon Technologies India Pvt. Ltd as “**Engineer Trainee**”

The following are the terms and conditions:

1. You will be paid a total remuneration of **INR 2,64,000 (Rupees Two Lakhs and Sixty Four Thousand Only)** per annum. The detailed breakup will be as per the enclosure. All taxes and levies as applicable will be borne by you.
2. You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 6 days of paid leave.
3. You are required to join the company on or before **15.06.2020**. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.
4. You will initially report to **Mr. Manoharan T, Manager - DEI**. Your reporting is subject to change at the discretion of the Company.
5. Your initial place of posting shall be at **Bangalore**. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.
6. During the term of employment with Netcon, you will not represent, handle or otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively to Netcon’s work and business. You will not carry on, without the consent from Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.


REGISTRAR


7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been confirmed in the company. Please note that the company's policies are subject to changes from time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years completion as per official date of birth records.
8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts there from.
9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No.523/3, Bushido Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore – 641 028 on or before the date mentioned above:
 - 4 Passport size colour photographs
 - Proof of Academic & Technical qualification / Certificates starting from 10th to the recent qualification along with their photocopies
 - Residence Address Proof, ID Proof and PAN Card
 - Copy of Previous Company Offer / Appointment letter, recent salary revision letter if any, recent 3 month's salary slip & relieving letters.

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family and we assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,
For Netcon Technologies India Pvt Ltd



Senthil Kumaran S
Manager - HR & Admin.




COMPENSATION DETAILS

Name	Mohammed Shahjahan	
Designation	Engineer Trainee	
SALARY COMPONENTS	MONTH / INR	ANNUAL / INR
Basic Salary	6,366	76,390
House Rent Allowance	2,546	30,556
Conveyance Allowance	1,591	19,097
Medical Allowance	1,910	22,917
Special Allowance	318	3,819
Other Allowance	7,000	84,000
Gross Salary	19,732	2,36,780
Provident Fund (Employer Contributions)	1,324	15,889
ESI (Employer Contributions)	414	4,965
Bonus	530	6,366
Fixed CTC	22,000	2,64,000
Provident Fund (Employee Contributions)	1,800	21,600
ESI (Employee Contributions)	148	1,776
Net Salary (Pre-Tax)	18,314	2,19,770
Total CTC	22,000	2,64,000

NOTE:

- Professional Tax & Labour Welfare Fund will be deducted as per the norms (as applicable).
- The above-mentioned salary components are as per the current structure. Any changes in the organization policy with respect to this structure will be applied as on that date.

OTHER BENEFITS:

- Group Mediciclaim and Personal Accident Coverage as per the policy and eligibility

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on : _____

Signature & Date : _____

(Mohammed Shahjahan)



27th February 2020

Mr. Nikhil Ravi R.

Dear Nikhil Ravi,

With reference to your application and the subsequent discussions we had, we are pleased to offer you a provisional appointment in Netcon Technologies India Pvt. Ltd as “**Engineer Trainee**”

The following are the terms and conditions:

1. You will be paid a total remuneration of **INR 2,64,000 (Rupees Two Lakhs and Sixty Four Thousand Only)** per annum. The detailed breakup will be as per the enclosure. All taxes and levies as applicable will be borne by you.
2. You will be on probation during the first 6 months of your joining the company. Your confirmation is subject to evaluation of your performance at the end of the probation period. During this period, you are eligible for 6 days of paid leave.
3. You are required to join the company on or before **15.06.2020**. The detailed terms and conditions of your appointment shall be communicated to you on the date of joining. If you do not join on or before the above-mentioned date, this offer stands nullified unless the joining date is extended in writing by the company.
4. You will initially report to **Mr. Manoharan T, Manager - DEI**. Your reporting is subject to change at the discretion of the Company.
5. Your initial place of posting shall be at **Bangalore**. However, you may be transferred or deputed to other locations anywhere in India and abroad at the discretion of the Company.
6. During the term of employment with Netcon, you will not represent, handle or otherwise undertake any other business activity. It is clearly understood that you will devote your full working time exclusively to Netcon’s work and business. You will not carry on, without the consent from Netcon management, delivering lectures or training programs either alone or in partnership outside of Netcon, or be directly or indirectly employed with any business, trade or profession whatsoever as a principal or agent or otherwise. Breach of this condition shall lead to termination of your services by the company without any notice or compensation.


REGISTRAR


7. This agreement may be terminated by providing a notice in writing. As per our current policy, the notice period is 1 month for employees on probation and 2 months for employees who have been confirmed in the company. Please note that the company's policies are subject to changes from time to time and you will be communicated of those changes in a timely manner. Retirement age at Netcon is 60 years completion as per official date of birth records.
8. Upon joining the company you are entering into confidentiality undertaking and upon termination of your employment, you will return to the company all papers & documents or other property which may be at that time be in your possession relating to business or affairs of the company or any of its associates or branches of their clients and will not retain any copies or extracts there from.
9. Upon acceptance of this offer, you may send the following joining documents to Netcon Technologies India Pvt Ltd., No.523/3, Bushido Towers, Near Kurinji Hospital, Avinashi Road, Nava India, Coimbatore – 641 028 on or before the date mentioned above:
 - 4 Passport size colour photographs
 - Proof of Academic & Technical qualification / Certificates starting from 10th to the recent qualification along with their photocopies
 - Residence Address Proof, ID Proof and PAN Card
 - Copy of Previous Company Offer / Appointment letter, recent salary revision letter if any, recent 3 month's salary slip & relieving letters.

Please sign a copy of this letter as a token of your acceptance of the terms and conditions contained in this offer of provisional appointment letter and return the same to us within 2 days of receipt.

We look forward to welcoming you to Netcon family and we assure you an interesting and rewarding career with Netcon Technologies!

Yours sincerely,
For Netcon Technologies India Pvt Ltd



Senthil Kumaran S
Manager - HR & Admin.




COMPENSATION DETAILS

Name	Nikhil Ravi	
Designation	Engineer Trainee	
SALARY COMPONENTS	MONTH / INR	ANNUAL / INR
Basic Salary	6,366	76,390
House Rent Allowance	2,546	30,556
Conveyance Allowance	1,591	19,097
Medical Allowance	1,910	22,917
Special Allowance	318	3,819
Other Allowance	7,000	84,000
Gross Salary	19,732	2,36,780
Provident Fund (Employer Contributions)	1,324	15,889
ESI (Employer Contributions)	414	4,965
Bonus	530	6,366
Fixed CTC	22,000	2,64,000
Provident Fund (Employee Contributions)	1,800	21,600
ESI (Employee Contributions)	148	1,776
Net Salary (Pre-Tax)	18,314	2,19,770
Total CTC	22,000	2,64,000

NOTE:

- Professional Tax & Labour Welfare Fund will be deducted as per the norms (as applicable).
- The above-mentioned salary components are as per the current structure. Any changes in the organization policy with respect to this structure will be applied as on that date.

OTHER BENEFITS:

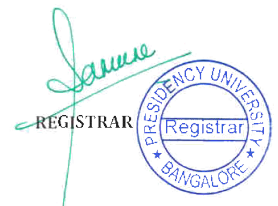
- Group Mediciam and Personal Accident Coverage as per the policy and eligibility

I agree and accept the employment on the terms and conditions mentioned in this letter. I consent that the details furnished, and documents submitted by me for employment with Netcon is subject to background verification and the company has rights to take appropriate action based on the outcome of the verification.

I shall join on : _____

Signature & Date : _____

(Nikhil Ravi R)



20th February 2020

Mr. K. Sai Jeevan Reddy
Bangalore.

Sub: Internship Program

Dear Jeevan,

On behalf of ACSE Solutions, like to congratulate you on being selected for the Internship with our organization. If you accept this offer, you will begin your Internship with the Company on 24th February 2020

Internship is the period, where the company gives you the opportunity to get trained and learn the application, process and all other work-related activities that will help you to succeed in our company.

As an intern, you will receive "Temporary employment" status and will not be eligible for any of the benefits that Company offers its employees. You understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company.

During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all the information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

Your internship is expected to end post 6 months from the date of joining. Based on the efficiency and level of performance during the period of contract, the company indemnifies to provide the offer of a full-time permanent employee.

Your stipend during Internship will be Rs.12,000/- per month. Upon confirmation of employment, you will be inducted as an Software Developer with an Annual CTC of Rs.240000/-.

Office location - ACSE Solutions Pvt Limited. 53B, JP Nagar 3rd Phase, 1st Main Road Bangalore Karnataka 560078.

Yours's Sincerely



Rammohan Narayanan
Director



ACSE Solutions Pvt Limited.

53B JP Nagar 3rd Phase, 1st Main Road Bangalore Karnataka 560078
www.acsesolutions.com



04th Mar 2020

Ref: iOPEX/RRF3748.CAN4832/7179

APPOINTMENT LETTER

Mr.Venkata Sai Krishna P
#15 Thunga Nilaya ,3rd Cross ,Ajjappa Block, Ganesha Temple Street ,Dinnur
,Banglore-32,#15 Thunga Nilaya ,3rd Cross ,Ajjappa Block, Ganesha Temple Street ,Dinnur
,Banglore-32
Banglore,Karnataka,560032.

Dear Venkata,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 01, 2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

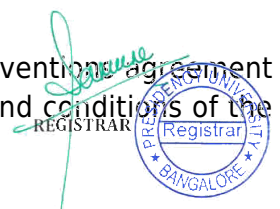
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Venkata Sai Krishna P

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



10th Mar 2020

Ref: iOPEX/RRF3748.CAN4818/7183

APPOINTMENT LETTER

Ms.Namratha G
#11,4th Cross C I Layout Main Road , V V Layout , Cholanayakanahalli, Hebbal,R T Nagar
Post Office
Bangalore ,Karnataka,560032.

Dear Namratha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on June 01, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Namratha G

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



04th Mar 2020

Ref: iOPEX/RRF3748.CAN4810/7180

APPOINTMENT LETTER

Ms.Varsha V

32/1b, 4th Cross, Chikkabommasandra, ,Yelahanka New Town, Gkvk Post
Bengaluru,Karnataka,560064.

Dear Varsha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 01, 2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

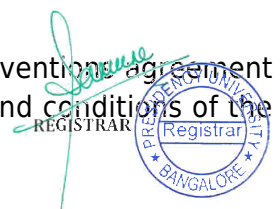
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Varsha V

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



02nd Mar 2020

Ref: iOPEX/RRF3748.CAN4807/7177

APPOINTMENT LETTER

Ms.Asra Noorain

#1,e.no.2nd Street, Police Station Road,halasuru, Bengaluru-560008,#15,noor Manzil,2nd Cross,nagarajappa Layout,a.narayaanapura,akash Nagar,behind White House,
Bangalore-560016
Bangalore,Karnataka,560008.

Dear Asra,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on June 01, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

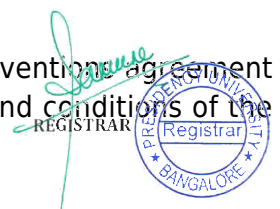
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Asra Noorain

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN5864/7275

APPOINTMENT LETTER

Mr.Manish K

No.37, "Gowri Illam",venkteshappa Layout,Flower Garden,babusapalya,kalyan Nagar Post
Bangalore,Karnataka,560043.

Dear Manish,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on May 06, 2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Manish K

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



04th Mar 2020

Ref: iOPEX/RRF3748.CAN4805/7182

APPOINTMENT LETTER

Mr.Satya Shiromani
Hno. 76, Ramaiah Layout,Suggatta Road, Hunasamranahalli, Bengaluru North
Bengaluru,Karnataka,562157.

Dear Satya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on June 01, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Satya Shiromani

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR



Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



18-Feb-2020
Lakshmi Devi P
Presidency University, Bangalore

Dear Lakshmi,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Lakshmi Devi P

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Lakshmi Devi P, D/O Venkataramana P, having permanent address at #1-666, 1st cross, 2nd ward, chowdeshwari layout, yelahanka, Bangalore, Karnataka – 560064 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Lakshmi Devi P

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Ranjitha J
Presidency University, Bangalore

Dear Ranjitha,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Ranjitha J

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Ranjitha J, D/O Janakiraman, having permanent address at Sri Maruthi Nilaya, behind palakamma temple road, Anchepalya, Bangalore, Bangalore Rural, Karnataka – 560073 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Ranjitha J

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Divya Prasad
Presidency University, Bangalore

Dear Divya,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Divya Prasad

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Divya Prasad, D/O Chandrika Prasad, having permanent address at A-403 sachin apt., manvelpada road, virar east, MUMBAI, VIRAR, Maharashtra - 401303 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Divya Prasad

DATE: 24-Feb-2020

PLACE: Uttar Pradesh

Confidential



18-Feb-2020

Sania Khan
Presidency University, Bangalore

Dear Sania,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Sania Khan

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Sania Khan, D/O Rahmatullah Khan, having permanent address at Flat No 102, A Block, SLV Green City Apartment, 3Rd Cross, Thirumenahalli, Bangalore, Karnataka - 560064 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Sania Khan

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Simrin Naz
Presidency University, Bangalore

Dear Simrin Naz,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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 - a. Xth Certificate and mark sheet
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 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Simrin Naz

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Simrin Naz, D/O Shahzad Alam, having permanent address at #317 MKB Friends Nest Apt., Near Andhra Bank Medehalli RTO office Banglore, Karnataka - 560049 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
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I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Simrin Naz

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Raj Mehta
Presidency University, Bangalore

Dear Raj Mehta,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Raj Mehta

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Raj Mehta, S/O Tushar Mehta, having permanent address at House no 18, Street No 4, Near Pran Nath Mission Hospital., Raipur, Raipur, Chhattisgarh - 492001 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
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I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Raj Mehta

DATE: 24-Feb-2020

PLACE: Raipur, Chhattisgarh

Confidential


REGISTRAR


18-Feb-2020
Fathimathul Rafna K C
Presidency University, Bangalore

Dear Fathima,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Fathimathul Rafna K C

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Fathimathul Rafna K C, D/O Rafeeqe M K, having permanent address at poyil house naravoor road kuthuparamba kannur, kuthuparamba, kannur, Kerala - 670643 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
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I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Fathimathul Rafna K C

DATE: 24-Feb-2020

PLACE: Kerala

Confidential


REGISTRAR


18-Feb-2020
Kaushik N
Presidency University, Bangalore

Dear Kaushik N,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

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During the training you will be given a stipend of Rs.12,000/- per month.

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On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

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If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

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 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
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3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

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Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Kaushik N

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Kaushik N, S/O Sri Nepolian N D, having permanent address at #2b 2nd floor prakash casa apartment, bangalore, Karnataka - 560032 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Kaushik N

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Shafiya Anjum
Presidency University, Bangalore

Dear Shafiya Anjum,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Shafiya Anjum

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Shafiya Anjum, D/O Zulfiqar Hussain, having permanent address at Chikkabidrakallu, Bangalore, Karnataka - 560073 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Shafiya Anjum

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Virupaxi B Nesaragi
Presidency University, Bangalore

Dear Virupaxi,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Virupaxi B Nesaragi

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Virupaxi B Nesaragi, D/O Babu V Nesaragi, having permanent address at Main Road Sampgaon Tq: Bailhongal Dist: Belagavi, Belgaum, Karnataka - 591125 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Virupaxi B Nesaragi

DATE: 24-Feb-2020

PLACE: Belgaum

Confidential


REGISTRAR


18-Feb-2020
Kavya Shree K P
Presidency University, Bangalore

Dear Kavya Shree,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Kavya Shree K P

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Kavya Shree K P, D/O Prakash Shetty K R, having permanent address at Kadugadde house, bage post, sakleshpur taluk, Hassan, Hassan, Karnataka - 573134 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Kavya Shree K P

DATE: 24-Feb-2020

PLACE: Hassan

Confidential


REGISTRAR


18-Feb-2020
Meena C
Presidency University, Bangalore

Dear Meena,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.


A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Meena C

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Meena C, D/O Chandrashekar. S, having permanent address at #14/1, 1st main road, P.G.Halli, Bangalore, Karnataka - 560003 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
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I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Meena C

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Manjunath E
Presidency University, Bangalore

Dear Manjunath,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

Urmimala Sarkar

**URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION**

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Manjunath E

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Manjunath E, S/O K V Eshwar, having permanent address at NO.273,6th Cross, SSA Road, Hebbal, Bangalore, Karnataka - 560032 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Manjunath E

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


18-Feb-2020
Mulpuri Margret Hepsibah
Presidency University, Bangalore

Dear Margret,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

**Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

Urmimala Sarkar

**URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION**

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb -2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Mulpuri Margret Hepsibah

Date: **24-Feb -2020**

Confidential

Jane
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

DECLARATION

I, Mulpuri Margret Hepsibah, D/O Sri M Nirmal Kumar, having permanent address at #32-13-53/111, Sunnambattilu center, Vijayawada, Krishna, Andhra Pradesh - 520010 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Mulpuri Margret Hepsibah

DATE: 24-Feb-2020

PLACE: Andhra Pradesh

Confidential


REGISTRAR


18-Feb-2020
Akanksha Prajapati
Presidency University, Bangalore

Dear Akanksha,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **IMS Engineer** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 65% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 3,00,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.



A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential


REGISTRAR


Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
 - a. Xth Certificate and mark sheet
 - b. XIIth Certificate and mark sheet
 - c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

Urmimala Sarkar

URMIMALA SARKAR
ASSOCIATE DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by **24-Feb-2020** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____
Akanksha Prajapati

Date: **24-Feb-2020**

Confidential



DECLARATION

I, Akanksha Prajapati, D/O Tulsi Ram Prajapati, having permanent address at #7;1st main;1st block munireddy street RT Nagar Bangalore, Karnataka - 560032 do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.
3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

SIGNATURE:

NAME: Akanksha Prajapati

DATE: 24-Feb-2020

PLACE: Bangalore

Confidential


REGISTRAR


LETTER OF OFFER

Date: 24-Feb-2020

Dear Akash Suresh,

Congratulations!!

We are pleased to offer you an Employment with **M/s GrayMatter Software Services** based on the interview discussions you had with us. Details of the terms and conditions of offer are as follows:

1. You will be designated as **Software Developer** and will be based at our Bangalore office.
2. Your date of commencement of Employment will be on or before **20-Apr-2020**
3. You will be entitled to receive compensation and benefits as per the enclosed Annexure A.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your roles and responsibilities in your capacity as **Software Developer** will be as detailed in Annexure-B.
6. Please bring along the documents / details on your day of joining as enclosed in Annexure-C.
7. A copy of the attached Non-Disclosure Declaration-cum-Agreement, Proprietary Information and Invention Agreement and Social Media Policy should be signed and submitted on date of joining.
8. Background verification form attached should be filled in and submitted on the date of joining.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer.
10. Initially employee will be on probation for 6 months.

Looking forward to a long and mutually beneficial career with us

Yours truly,



Monika Singh
HR Manager



REGISTRAR



GrayMatter Software Services Pvt. Ltd.

CIN:U72200KA2006PTC038346

4th Floor, West Wing, RMZ Ecoworld Tech Park SEZ, Outer Ring Road, Bangalore - 560 103, India
Ph: + 91 80 6715 6666 | Fax: + 91 80 6715 6611 | www.graymatter.co.in | info@graymatter.co.in

Annexure A: Compensation details

Proposed Salary Structure of GrayMatter Software Services Pvt. Ltd.

Cost to Company

INR 300,000.00³

Name of the Employee : Akash Suresh

SALARY STRUCTURE

I	ELEMENTS PAYABLE MONTHLY	ANNUAL AMOUNT (Rs)	MONTHLY AMOUNT (Rs)
	EARNINGS:		
1	Basic Pay	112,720.00	9,393.00
2	House Rent Allowance	56,360.00	4,697.00
3	Bonus	22,544.00	1,879.00
4	Leave Travel Allowance	9,396.00	783.00
5	Special Allowance	59,180.00	4,932.00
A	TOTAL EARNINGS / GROSS SALARY	260,200.00	21,684.00
	DEDUCTIONS:		
	Employee's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)		1,800.00
	Employee's Contribution to ESI @ 0.75% on Gross		0.00
	Profession Tax		200.00
B	TOTAL DEDUCTIONS		2,000.00
	MONTHLY TAKE HOME SUBJECT TO TDS (A-B)		19,684.00
II	ELEMENTS PAYABLE ANNUALLY		
	Variable Pay		
III	OTHER AMENITIES:		
	Employer's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)	21,600.00	1,800.00
	Employer's Contribution to ESI @ 3.25% on Gross	0.00	0.00
	Food Allowance (Rs. 1,100 Per Month)	13,200.00	
	Group Medical & Accident Insurance	5,000.00	
	COST TO COMPANY (I + II + III)	300,000.00	

Notes:

- 1 Profession Tax of Rs. 200 per month is applicable to those who are drawing salary more than Rs. 15,000 per month
- 2 TDS calculations will be done employee wise based on their investments, savings, payments and declarations.
- 3 Tax Exemption towards LTA will be provided only after submission of Supporting Documents and Proofs

For GrayMatter Software Services Pvt. Ltd.,

Receipt of Acceptance




Monika Singh
Manager - Human Resource



Name:

Date:

Date:



REGISTRAR
BANGALORE

GrayMatter Software Services Pvt. Ltd.

CIN:U72200KA2006PTCO38346

4th Floor, West Wing, RMZ Ecoworld Tech Park SEZ, Outer Ring Road, Bangalore - 560 103, India
Ph: + 91 80 6715 6666 | Fax: + 91 80 6715 6611 | www.graymatter.co.in | info@graymatter.co.in

Annexure B: Roles & Responsibilities

- Understanding the existing codes, troubleshoot & fixing the issues.
- Positive attitude to adapt any new role or technology that the project may require.
- Understanding & analyzing project requirements & translating it into specifications & programming deliverables.
- Developing & coding in controlled, real-time situations.
- Working closely with analysts, designers & clients to enhance existing applications as well as build new application.


REGISTRAR



Annexure-C: Joining Documents to be submitted

1. Resume
2. Offer letter of last 2 companies
3. Last 3 months Pay Slip
4. Copy of your resignation/acceptance letter from previous company
5. Relieving letters of last 2 companies
6. Passport copy
7. Degree / Provisional / Course completion Certificate of all College / University
8. Mark sheets of 10th, 12th, degree (semester/ year wise) and PG (if any)
9. Professional Certifications (if any)
10. 3 passport size photographs
11. Address proof (current and permanent address) – (DL, voter card, passport or any other issued by government of India)
12. PAN Card Copy
13. Bank account /Pass book copy (Name record)
14. Cancelled cheque leaf
15. Aadhar Card

Details required:

1. Blood group
2. Bank Account number
3. IFSC Code
4. Bank Address
5. Emergency contact
6. PAN No


REGISTRAR



LETTER OF OFFER

Date: 24-Feb-2020

Dear Pandeti Murali Guru Manideep,

Congratulations!!

We are pleased to offer you an Employment with **M/s GrayMatter Software Services** based on the interview discussions you had with us. Details of the terms and conditions of offer are as follows:

1. You will be designated as **Software Developer** and will be based at our Bangalore office.
2. Your date of commencement of Employment will be on or before **20-Apr-2020**
3. You will be entitled to receive compensation and benefits as per the enclosed Annexure A.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your roles and responsibilities in your capacity as **Software Developer** will be as detailed in Annexure-B.
6. Please bring along the documents / details on your day of joining as enclosed in Annexure-C.
7. A copy of the attached Non-Disclosure Declaration-cum-Agreement, Proprietary Information and Invention Agreement and Social Media Policy should be signed and submitted on date of joining.
8. Background verification form attached should be filled in and submitted on the date of joining.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer.
10. Initially employee will be on probation for 6 months.

Looking forward to a long and mutually beneficial career with us

Yours truly,



Monika Singh
HR Manager



REGISTRAR



GrayMatter Software Services Pvt. Ltd.
CIN:U72200KA2006PTCO38346

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Ph: + 91 80 6715 6666 | Fax: + 91 80 6715 6611 | www.graymatter.co.in | info@graymatter.co.in

Annexure A: Compensation details

Proposed Salary Structure of GrayMatter Software Services Pvt. Ltd.

Cost to Company

INR 300,000.00[†]

Name of the Employee : Pandeti Murali Guru Manideep

SALARY STRUCTURE

I	ELEMENTS PAYABLE MONTHLY	ANNUAL AMOUNT (Rs)	MONTHLY AMOUNT (Rs)
	EARNINGS:		
1	Basic Pay	112,720.00	9,393.00
2	House Rent Allowance	56,360.00	4,697.00
3	Bonus	22,544.00	1,879.00
4	Leave Travel Allowance	9,396.00	783.00
5	Special Allowance	59,180.00	4,932.00
A	TOTAL EARNINGS / GROSS SALARY	260,200.00	21,684.00
	DEDUCTIONS:		
	Employee's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)		1,800.00
	Employee's Contribution to ESI @ 0.75% on Gross		0.00
	Profession Tax		200.00
B	TOTAL DEDUCTIONS		2,000.00
	MONTHLY TAKE HOME SUBJECT TO TDS (A-B)		19,684.00
II	ELEMENTS PAYABLE ANNUALLY		
	Variable Pay		
III	OTHER AMENITIES:		
	Employer's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)	21,600.00	1,800.00
	Employer's Contribution to ESI @ 3.25% on Gross	0.00	0.00
	Food Allowance (Rs. 1,100 Per Month)	13,200.00	
	Group Medical & Accident Insurance	5,000.00	
	COST TO COMPANY (I + II + III)	300,000.00	

Notes:

- 1 Profession Tax of Rs. 200 per month is applicable to those who are drawing salary more than Rs. 15,000 per month
- 2 TDS calculations will be done employee wise based on their investments, savings, payments and declarations.
- 3 Tax Exemption towards LTA will be provided only after submission of Supporting Documents and Proofs

For GrayMatter Software Services Pvt. Ltd.,

Receipt of Acceptance




Monika Singh
Manager - Human Resource



Name:

Date:

Date:



REGISTRAR
BANGALORE

GrayMatter Software Services Pvt. Ltd.

CIN:U72200KA2006PTC038346

4th Floor, West Wing, RMZ Ecoworld Tech Park SEZ, Outer Ring Road, Bangalore - 560 103, India
Ph: + 91 80 6715 6666 | Fax: + 91 80 6715 6611 | www.graymatter.co.in | info@graymatter.co.in

Annexure B: Roles & Responsibilities

- Understanding the existing codes, troubleshoot & fixing the issues.
- Positive attitude to adapt any new role or technology that the project may require.
- Understanding & analyzing project requirements & translating it into specifications & programming deliverables.
- Developing & coding in controlled, real-time situations.
- Working closely with analysts, designers & clients to enhance existing applications as well as build new application.


REGISTRAR



Annexure-C: Joining Documents to be submitted

1. Resume
2. Offer letter of last 2 companies
3. Last 3 months Pay Slip
4. Copy of your resignation/acceptance letter from previous company
5. Relieving letters of last 2 companies
6. Passport copy
7. Degree / Provisional / Course completion Certificate of all College / University
8. Mark sheets of 10th, 12th, degree (semester/ year wise) and PG (if any)
9. Professional Certifications (if any)
10. 3 passport size photographs
11. Address proof (current and permanent address) – (DL, voter card, passport or any other issued by government of India)
12. PAN Card Copy
13. Bank account /Pass book copy (Name record)
14. Cancelled cheque leaf
15. Aadhar Card

Details required:

1. Blood group
2. Bank Account number
3. IFSC Code
4. Bank Address
5. Emergency contact
6. PAN No

Sanne
REGISTRAR



The stamp is circular with a blue border. The text 'PRESIDENCY UNIVERSITY' is written along the top inner edge, and 'BANGALORE' is written along the bottom inner edge. In the center, the word 'Registrar' is written in a stylized font.

Intent to offer Employment

Dear **P. SATISH BALAJI,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** 3.00 LPA
- **Bonus :** INR 25000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global

Aisha
25/Feb/20

***Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

QuEST Global Engineering Services Private Limited PRIMROSE 7B, Embassy Tech Village, Sarjapura-Marthahalli Outer Ring Road Devarabeesana Halli, Varthur Hobli, Bangalore, Karnataka - 560103 | Ph: +91-80-6709 0000 | Fax:+91-80-6709 1001

Registered Office: QuEST Global Engineering Services Private Limited, AEQUS Special Economic Zone, No. 437/A, Plot No. 2, Hattaragi Village, Hukkeri Taluk, Belgaum, Karnataka - 591245, India | Ph: +91-831-398 2700 | Fax: +91-80-6709 1001 | CIN: U74900KA2014PTC076219



Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in Rs.)	Annual Salary (Amount in Rs.)
Monthly Salary Components		
(A) Basic Salary	15,000	180,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	1,600	0
(D) Leave Travel Allowance (LTA)	-	0
(E) Food Coupon	-	0
(F) Telephone/Internet Allowance	-	0
(G) Medical Reimbursement	-	0
(H) Other Allowance*	3,155	37,860
(I) MONTHLY GROSS SALARY : (I = A+B+C+D+E+F+G+H)	20,405	244,860
Retirement Benefits		
(J) PF	1,800	21,600
(K) Gratuity	722	8,664
(L) RETIREMENT BENEFITS : (L = J+K)	2,522	30,264
Benefits		
(M) Medical Insurance Premium	673	8076
(N) BONUS/Ex.GRATIA	1400	16800
(O) Fixed Compensation : (O = I+L+M+N)	25,000	300000
(P) TOTAL COST TO COMPANY (TCC) : (P = O)		300,000

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

**Total Variable Pay includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.





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BORN TO ENGINEER

***Shift Allowance will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in shifts and not during the training period. In case of any changes, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.
-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice

REGISTRAR

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Devarabeesana Halli, Varthur Hobli, Bangalore, Karnataka - 560103 | Ph: +91-80-6709 0000 | Fax: +91-80-6709 1001

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Intent to offer Employment

Dear **SUBHANKAR RAY,**

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** 3.00 LPA
- **Bonus :** INR 25000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global

Atisha
25/Feb/20

***Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

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Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in Rs.)	Annual Salary (Amount in Rs.)
Monthly Salary Components		
(A) Basic Salary	15,000	180,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	1,600	0
(D) Leave Travel Allowance (LTA)	-	0
(E) Food Coupon	-	0
(F) Telephone/Internet Allowance	-	0
(G) Medical Reimbursement	-	0
(H) Other Allowance*	3,155	37,860
(I) MONTHLY GROSS SALARY : (I = A+B+C+D+E+F+G+H)	20,405	244,860
Retirement Benefits		
(J) PF	1,800	21,600
(K) Gratuity	722	8,664
(L) RETIREMENT BENEFITS : (L = J+K)	2,522	30,264
Benefits		
(M) Medical Insurance Premium	673	8076
(N) BONUS/Ex.GRATIA	1400	16800
(O) Fixed Compensation : (O = I+L+M+N)	25,000	300000
(P) TOTAL COST TO COMPANY (TCC) : (P = O)		300,000

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

**Total Variable Pay includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.




REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

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BORN TO ENGINEER

***Shift Allowance will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in shifts and not during the training period. In case of any changes, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.
-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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Nisha

Jane
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

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Intent to offer Employment

Dear **TEJASWI J**,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** INR 3.54 LPA
- **Bonus :** INR 25000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global

AP
25/Feb/20

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Annexure - I
Compensation & Benefit Details

Items	Monthly Salary (Amount in Rs.)	Annual Salary (Amount in Rs.)
Monthly Salary Components		
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(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	1,600	0
(D) Leave Travel Allowance (LTA)	-	0
(E) Food Coupon	-	0
(F) Telephone/Internet Allowance	-	0
(G) Medical Reimbursement	-	0
(H) Other Allowance*	3,155	37,860
(I) MONTHLY GROSS SALARY : (I = A+B+C+D+E+F+G+H)	20,405	244,860
Retirement Benefits		
(J) PF	1,800	21,600
(K) Gratuity	722	8,664
(L) RETIREMENT BENEFITS : (L = J+K)	2,522	30,264
Benefits		
(M) Medical Insurance Premium	673	8076
(N) BONUS/Ex.GRATIA	1400	16800
(O) Fixed Compensation : (O = I+L+M+N)	25,000	300000
Other Benefits		
(P) Shift Allowance ***		54000
(Q) TOTAL COST TO COMPANY (TCC) : (Q = O+P)		354,000

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

AP
25/Feb/20.

Jame
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

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*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in shifts and not during the training period. In case of any changes, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

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James
REGISTRAR

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LETTER OF OFFER

Date: 24th February 2020

Dear Nandini K,

Congratulations!!

We are pleased to offer you an Employment with **M/s GrayMatter Software Services** based on the interview discussions you had with us. Details of the terms and conditions of offer are as follows:

1. You will be designated as **Software Developer** and will be based at our Bangalore office.
2. Your date of commencement of Employment will be on or before **14th September 2020**
3. You will be entitled to receive compensation and benefits as per the enclosed Annexure A.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your roles and responsibilities in your capacity as **Software Developer** will be as detailed in Annexure-B.
6. Please bring along the documents / details on your day of joining as enclosed in Annexure-C.
7. A copy of the attached Non-Disclosure Declaration-cum-Agreement, Proprietary Information and Invention Agreement and Social Media Policy should be signed and submitted on date of joining.
8. Background verification form attached should be filled in and submitted on the date of joining.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer.
10. Initially employee will be on probation for 6 months.

Looking forward to a long and mutually beneficial career with us

Yours truly,



J Preeti
Vice President - HR





GrayMatter Software Services Pvt Ltd.

CIN: U72200KA2006PTC038346

4th Floor, West Wing, RMZ Ecoworld Tech Park SEZ, Outer Ring Road, Bangalore - 560 103, INDIA Ph: +91 80 6715 666 | Fax: +91 80 6715 6611 | www.graymatter.co.in | info@graymatter.co.in

Annexure A: Compensation details

Proposed Salary Structure for Employees of GrayMatter Software Services Pvt. Ltd.			
FINANCIAL YEAR 2019-2020			
Cost to Company		INR 300,000.00 [₹]	
Name of the Employee : Nandini K			
SALARY STRUCTURE			
I	ELEMENTS PAYABLE MONTHLY	ANNUAL AMOUNT (Rs)	MONTHLY AMOUNT (Rs)
	EARNINGS:		
1	Basic Pay	112,716.00	9,393.00
2	House Rent Allowance	56,364.00	4,697.00
3	Bonus	22,548.00	1,879.00
4	Leave Travel Allowance	9,396.00	783.00
5	Special Allowance	59,176.00	4,931.00
A	TOTAL EARNINGS / GROSS SALARY	260,200.00	21,683.00
	DEDUCTIONS:		
	Employee's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)		1,800.00
	Employee's Contribution to ESI @ 0.75% on Gross		0.00
	Profession Tax		200.00
B	TOTAL DEDUCTIONS		2,000.00
	MONTHLY TAKE HOME SUBJECT TO TDS (A-B)		19,683.00
II	ELEMENTS PAYABLE ANNUALLY		
	Variable Pay		
III	OTHER AMENITIES:		
	Employer's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)	21,600.00	1,800.00
	Employer's Contribution to ESI @ 3.25% on Gross	0.00	0.00
	Food Allowance (Rs. 1,100 Per Month)	13,200.00	
	Group Medical & Accident Insurance	5,000.00	
	COST TO COMPANY (I + II + III)	300,000.00	
Notes:			
1 Profession Tax of Rs. 200 per month is applicable to those who are drawing salary more than Rs. 15,000 per month			
2 TDS calculations will be done employee wise based on their investments, savings, payments and declarations.			
3 Tax Exemption towards LTA will be provided only after submission of Supporting Documents and Proofs			
For GrayMatter Software Services Pvt. Ltd.,		Receipt of Acceptance	
			
Preeti		Name:Nandini K	
VP - Human Resource		REGISTRAR	
Date:24th February 2020		Date:24th February 2020	

GrayMatter Software Services Pvt Ltd.

CIN: U72200KA2006PTC038346

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Annexure B: Roles and Responsibilities

- Understanding the existing codes, troubleshoot & fixing the issues.
- Positive attitude to adapt any new role or technology that the project may require.
- Understanding & analyzing project requirements & translating it into specifications & programming deliverables.
- Developing & coding in controlled, real-time situations.
- Working closely with analysts, designers & clients to enhance existing applications as well as build new application.



REGISTRAR

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Annexure-C: Joining Documents to be submitted

1. Resume
2. Offer letter of last 2 companies
3. Last 3 months Pay Slip
4. Copy of your resignation/acceptance letter from previous company
5. Relieving letters of last 2 companies
6. Passport copy
7. Degree / Provisional / Course completion Certificate of all College / University
8. Mark sheets of 10th, 12th, degree (semester/ year wise) and PG (if any)
9. Professional Certifications (if any)
10. 3 passport size photographs
11. Address proof (current and permanent address) – (DL, voter card, passport or any other issued by government of India)
12. PAN Card Copy
13. Bank account /Pass book copy (Name record)
14. Cancelled cheque leaf
15. Aadhar Card

Details required:

1. Blood group
2. Bank Account number
3. IFSC Code
4. Bank Address
5. Emergency contact
6. PAN No



REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

GrayMatter Software Services Pvt Ltd.

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LETTER OF OFFER

Date: 24th February 2020

Dear Goutham Shravan S,

Congratulations!!

We are pleased to offer you an Employment with **M/s GrayMatter Software Services** based on the interview discussions you had with us. Details of the terms and conditions of offer are as follows:

1. You will be designated as **Software Developer** and will be based at our Bangalore office.
2. Your date of commencement of Employment will be on or before **14th September 2020**
3. You will be entitled to receive compensation and benefits as per the enclosed Annexure A.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your roles and responsibilities in your capacity as **Software Developer** will be as detailed in Annexure-B.
6. Please bring along the documents / details on your day of joining as enclosed in Annexure-C.
7. A copy of the attached Non-Disclosure Declaration-cum-Agreement, Proprietary Information and Invention Agreement and Social Media Policy should be signed and submitted on date of joining.
8. Background verification form attached should be filled in and submitted on the date of joining.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer.
10. Initially employee will be on probation for 6 months.

Looking forward to a long and mutually beneficial career with us

Yours truly,



J Preeti
Vice President - HR





GrayMatter Software Services Pvt Ltd.

CIN: U72200KA2006PTC038346

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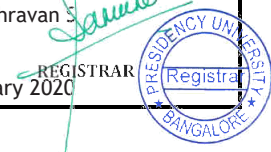
Annexure A: Compensation details

Proposed Salary Structure for Employees of GrayMatter Software Services Pvt. Ltd.			
FINANCIAL YEAR 2019-2020			
Cost to Company		INR 300,000.00 [*]	
Name of the Employee : Goutham Shravan S			
SALARY STRUCTURE			
I	ELEMENTS PAYABLE MONTHLY	ANNUAL AMOUNT (Rs)	MONTHLY AMOUNT (Rs)
	EARNINGS:		
1	Basic Pay	112,716.00	9,393.00
2	House Rent Allowance	56,364.00	4,697.00
3	Bonus	22,548.00	1,879.00
4	Leave Travel Allowance	9,396.00	783.00
5	Special Allowance	59,176.00	4,931.00
A	TOTAL EARNINGS / GROSS SALARY	260,200.00	21,683.00
	DEDUCTIONS:		
	Employee's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)		1,800.00
	Employee's Contribution to ESI @ 0.75% on Gross		0.00
	Profession Tax		200.00
B	TOTAL DEDUCTIONS		2,000.00
	MONTHLY TAKE HOME SUBJECT TO TDS (A-B)		19,683.00
II	ELEMENTS PAYABLE ANNUALLY		
	Variable Pay		
III	OTHER AMENITIES:		
	Employer's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)	21,600.00	1,800.00
	Employer's Contribution to ESI @ 3.25% on Gross	0.00	0.00
	Food Allowance (Rs. 1,100 Per Month)	13,200.00	
	Group Medical & Accident Insurance	5,000.00	
	COST TO COMPANY (I + II + III)	300,000.00	
Notes:			
1 Profession Tax of Rs. 200 per month is applicable to those who are drawing salary more than Rs. 15,000 per month			
2 TDS calculations will be done employee wise based on their investments, savings, payments and declarations.			
3 Tax Exemption towards LTA will be provided only after submission of Supporting Documents and Proofs			
For GrayMatter Software Services Pvt. Ltd.,		Receipt of Acceptance	
			
Preeti		Name:Goutham Shravan S	
VP - Human Resource		REGISTRAR	
Date:24th February 2020		Date:24th February 2020	

GrayMatter Software Services Pvt Ltd.

CIN: U72200KA2006PTC038346

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Annexure B: Roles and Responsibilities

- Understanding the existing codes, troubleshoot & fixing the issues.
- Positive attitude to adapt any new role or technology that the project may require.
- Understanding & analyzing project requirements & translating it into specifications & programming deliverables.
- Developing & coding in controlled, real-time situations.
- Working closely with analysts, designers & clients to enhance existing applications as well as build new application.



REGISTRAR

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Annexure-C: Joining Documents to be submitted

1. Resume
2. Offer letter of last 2 companies
3. Last 3 months Pay Slip
4. Copy of your resignation/acceptance letter from previous company
5. Relieving letters of last 2 companies
6. Passport copy
7. Degree / Provisional / Course completion Certificate of all College / University
8. Mark sheets of 10th, 12th, degree (semester/ year wise) and PG (if any)
9. Professional Certifications (if any)
10. 3 passport size photographs
11. Address proof (current and permanent address) – (DL, voter card, passport or any other issued by government of India)
12. PAN Card Copy
13. Bank account /Pass book copy (Name record)
14. Cancelled cheque leaf
15. Aadhar Card

Details required:

1. Blood group
2. Bank Account number
3. IFSC Code
4. Bank Address
5. Emergency contact
6. PAN No



REGISTRAR

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LETTER OF OFFER

Date: 24th February 2020

Dear Aayush,

Congratulations!!

We are pleased to offer you an Employment with **M/s GrayMatter Software Services** based on the interview discussions you had with us. Details of the terms and conditions of offer are as follows:

1. You will be designated as **Software Developer** and will be based at our Bangalore office.
2. Your date of commencement of Employment will be on or before **14th September 2020**
3. You will be entitled to receive compensation and benefits as per the enclosed Annexure A.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Your roles and responsibilities in your capacity as **Software Developer** will be as detailed in Annexure-B.
6. Please bring along the documents / details on your day of joining as enclosed in Annexure-C.
7. A copy of the attached Non-Disclosure Declaration-cum-Agreement, Proprietary Information and Invention Agreement and Social Media Policy should be signed and submitted on date of joining.
8. Background verification form attached should be filled in and submitted on the date of joining.
9. Kindly sign a copy of this letter as a token of your acceptance of this offer.
10. Initially employee will be on probation for 6 months.

Looking forward to a long and mutually beneficial career with us

Yours truly,



J Preeti
Vice President - HR





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Proposed Salary Structure for Employees of GrayMatter Software Services Pvt. Ltd.			
FINANCIAL YEAR 2019-2020			
Cost to Company		INR 300,000.00 [₹]	
Name of the Employee : Aayush			
SALARY STRUCTURE			
I	ELEMENTS PAYABLE MONTHLY	ANNUAL AMOUNT (Rs)	MONTHLY AMOUNT (Rs)
	EARNINGS:		
1	Basic Pay	112,716.00	9,393.00
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A	TOTAL EARNINGS / GROSS SALARY	260,200.00	21,683.00
	DEDUCTIONS:		
	Employee's Contribution to PF @ 12% on Gross less HRA (Restricted to Rs 1,800/- p.m)		1,800.00
	Employee's Contribution to ESI @ 0.75% on Gross		0.00
	Profession Tax		200.00
B	TOTAL DEDUCTIONS		2,000.00
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	COST TO COMPANY (I + II + III)	300,000.00	
Notes:			
1 Profession Tax of Rs. 200 per month is applicable to those who are drawing salary more than Rs. 15,000 per month			
2 TDS calculations will be done employee wise based on their investments, savings, payments and declarations.			
3 Tax Exemption towards LTA will be provided only after submission of Supporting Documents and Proofs			
For GrayMatter Software Services Pvt. Ltd.,		Receipt of Acceptance	
			
Preeti		Name:Aayush	
VP - Human Resource		REGISTRAR	
Date:24th February 2020		Date:24th February 2020	

GrayMatter Software Services Pvt Ltd.

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- Understanding & analyzing project requirements & translating it into specifications & programming deliverables.
- Developing & coding in controlled, real-time situations.
- Working closely with analysts, designers & clients to enhance existing applications as well as build new application.



Registrar

GrayMatter Software Services Pvt Ltd.

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5. Relieving letters of last 2 companies
6. Passport copy
7. Degree / Provisional / Course completion Certificate of all College / University
8. Mark sheets of 10th, 12th, degree (semester/ year wise) and PG (if any)
9. Professional Certifications (if any)
10. 3 passport size photographs
11. Address proof (current and permanent address) – (DL, voter card, passport or any other issued by government of India)
12. PAN Card Copy
13. Bank account /Pass book copy (Name record)
14. Cancelled cheque leaf
15. Aadhar Card

Details required:

1. Blood group
2. Bank Account number
3. IFSC Code
4. Bank Address
5. Emergency contact
6. PAN No



REGISTRAR

GrayMatter Software Services Pvt Ltd.

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05th May 2020

Ref: iOPEX/RRF3803.CAN6088/9876

APPOINTMENT LETTER

Ms.Jahnavi Y

#138 c/o C.H Prasad ward no 5 basapattana(post),gangavathi(tq) gangavathi,
Bangalore,Karnataka,583227

Dear Jahnavi,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on May 06, 2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

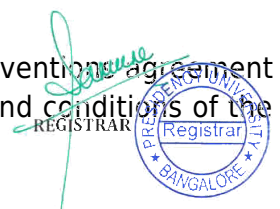
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Jahnavi Y

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN6134/9877

APPOINTMENT LETTER

Ms.Kruthika M B
#451,10 B MAINROAD,B SECTOR,YELAHANKA NEW TOWN Bangalore North
Bangalore,Karnataka,560064

Dear Kruthika,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

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Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

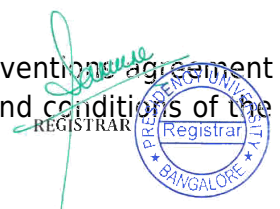
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Kruthika M B

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN6050/9878

APPOINTMENT LETTER

Ms.Linga Reddy Mounika
4-8-250-2,Near Paul Reddy Function Hall,Pulivendula,Kadapa district,
Andhra Pradesh,516390

Dear Mounika,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

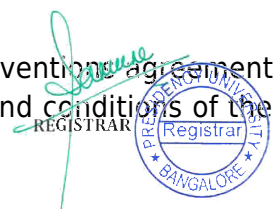
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Linga Reddy Mounika

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components


Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN6143/9879

APPOINTMENT LETTER

Mr.Prithiviraj M Warrior
B-305 Ds-Max Silver Nest Best Country Phase-2 Chikkabettahalli Ms Palya
Bangalore,Karnataka,560097

Dear Prithiviraj,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

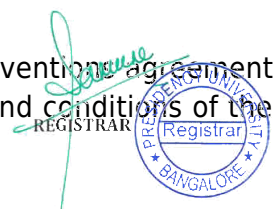
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Prithiviraj M Warrior

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN6231/9880

APPOINTMENT LETTER

Ms.Suchitra Kumari
3605-A,sector 31D,Chandigarh,160030

Dear Suchitra,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

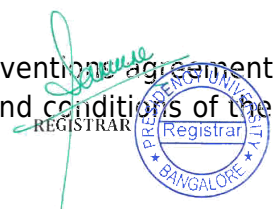
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Suchitra Kumari

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
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	Night Shift Allowance	5,500	66000
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	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iope.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN6234/9882

APPOINTMENT LETTER

Mr.Sanjay Mallik

vill: brajendra nagar p.o: grishganj bazar Karimganj, Assam, 788711

Dear Sanjay,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

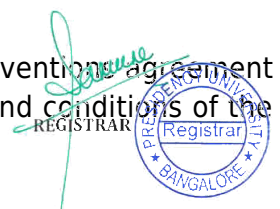
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Sanjay Mallik

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
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b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



29-Feb-2020

Mr. Nikhil T
Bangalore

Dear Nikhil T,

Strictly Private and Confidential

We are pleased to offer you the position of “**Customer Support**” with **Talent Recruit Software Private Limited**. We are sure that Talent Recruit will provide you a satisfying and challenging work environment along with a successful growth path.

1. DATE OF JOINING

You are requested to report for work on or before **10-Mar-2020** with all your original certificates. Please inform us of your decision by today of this offer else the offer stands void. Failure to join on the specified date along with your original certificates shall result in the automatic termination of this appointment, without obligation on the Company to issue notice of such termination.

2. PROBATIONARY PERIOD

You will be on probation for a period of Six months from the date of your appointment. On completion of your probation period, if the management is satisfied with your performance, you may be absorbed on regular employment of the Company.

3. COMPENSATION

3.1 During Internship

Till you attain your Degree / Mark-sheet of final year of Graduation, you will be considered as Intern and you will be entitled to a stipend of **Rs. 10000/- (Rupees Ten Thousand) per month**.

3.2 Post Internship

After attainment of Degree / Mark-sheet of final year of Graduation, your yearly gross value of compensation shall be **Rs. 280000/- (Rupees Two Lakhs Eighty Thousand only)**.

4. INCREMENT & OTHER BENEFITS

Your performance shall be appraised by the Management after completion of every quarter and compensation reviews shall happen in the month of January every year irrespective of the joining date. For the compensation review, you must minimum serve 6 months of regular employment to be eligible for the same. Your performance shall be the criteria to determine annual compensation increments and other benefits to you in future.


REGISTRAR


5. NON DISCLOSURE AGREEMENT

You would be required to sign the Company's standard Non-Disclosure Agreement (NDA) & Non Competing Agreement, a copy of the same will be provided to you on the date of your joining.

6. SERVICE AGREEMENT

The Company would be giving / providing you practical training for 6 months and considering the time and investment that would be put on you to properly train you, you would be required to sign a Service Agreement with the Company that will be applicable during probation period of six months from the date when your regular employment begins (Post Internship) and will extend 1 year 6 months further from the end of your probation period of six months' post internship.

7. PLACEMENT & TRANSFER

You shall be working from home during your internship period. Post internship, your place of work shall be provided at the time of final placements. However, you shall be liable for transfer from one department to another department, from one place to another place within India and you may also be assigned overseas, if required.

8. TERMINATION OF EMPLOYMENT

This contract of employment is terminable by the company without giving any notice during probation period. Post your probation period, this contract of employment is terminable by the Company by giving 2 months' notice or pay two months' gross salary, as the Company may deem fit. The Company, however, is not bound to give any reason for termination whatsoever.

Subject to Clause 6, if you choose to terminate your employment with the company, during or after the probation period, you shall have to serve notice period of two months or pay six months' gross salary, subject to approval by the company, whichever the case. You will receive a detailed appointment letter at the time of your Joining.

We look forward to a long term and mutually rewarding relationship.

Yours sincerely,

For Talent Recruit Software Private Limited



Shalini Gupta
Director

ACCEPTED:

Nikhil T

04-Mar-2020



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

29-Feb-2020

Mr. Ananth Kumar N
Bangalore

Dear Ananth Kumar N,

Strictly Private and Confidential

We are pleased to offer you the position of “**Customer Support**” with **Talent Recruit Software Private Limited**. We are sure that Talent Recruit will provide you a satisfying and challenging work environment along with a successful growth path.

1. DATE OF JOINING

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7. PLACEMENT & TRANSFER

You shall be working from home during your internship period. Post internship, your place of work shall be provided at the time of final placements. However, you shall be liable for transfer from one department to another department, from one place to another place within India and you may also be assigned overseas, if required.

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We look forward to a long term and mutually rewarding relationship.

Yours sincerely,

For Talent Recruit Software Private Limited



Shalini Gupta
Director

ACCEPTED:

Ananth Kumar N

04-Mar-2020



29-Feb-2020

Mr. Shivam Gaur
Bangalore

Dear Shivam Gaur,

Strictly Private and Confidential

We are pleased to offer you the position of “**Customer Support**” with **Talent Recruit Software Private Limited**. We are sure that Talent Recruit will provide you a satisfying and challenging work environment along with a successful growth path.

1. DATE OF JOINING

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We look forward to a long term and mutually rewarding relationship.

Yours sincerely,

For Talent Recruit Software Private Limited



Shalini Gupta
Director

ACCEPTED:

Shivam Gaur

04-Mar-2020



Offer Letter from Seventh Sense

31.03.2020

Dear Charitha R

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Subject Matter Expert"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

On satisfactory performance in the internship, you will be converted into a permanent employee with your probation period waived off

You will receive Rs. 252,012 (CTC) annually with one year bond with reimbursements of expenses made on behalf of the company.

You would get a minimum hike of 25% after the 1st Year. You are also eligible for **5% incentives** on achieving your targets which will be shared with you on the date of joining.

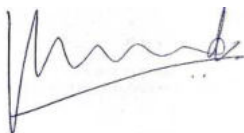
If you accept this offer, your work agreement with us will have to be executed for one year from the date of joining. Please send the signed (with date) copy of this offer letter and scanned copy of the documents mentioned in the annexure on or before **17.04.2020** and send it to info@seventhsensetalent.com

You have also to bring hard copy of these documents together (for verification) with Original 10th standard marks cards (for submission) at the time of joining.

If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Charitha R

Date




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

ANNEXURE TO OFFER LETTER OF Charitha R

Scanned copy of the following documents is to be sent to the email address mentioned above

1. Signed copy of the offer letter with name and date
2. PAN Card with photo clearly visible
3. Graduation and Post graduation certificate, if any.
4. Colour Passport Size Photograph - 2
5. Phone Number and contact details including address and emergency contact details (in a word document)
6. Bank Account details with photo, name, account number and IFSC being clearly visible
7. Updated resume
8. Address proof (Permanent and present address)
9. **Aadhar Card & Laptop (Mandatory)**
10. Last 3 months pay slips, relieving letter from the previous employer, Experience letter (if applicable)

@#@#@#@#


REGISTRAR


Offer Letter from Seventh Sense

31.04.2020

Dear Charan V

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Subject Matter Expert"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

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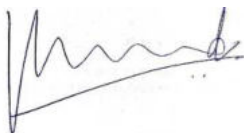
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If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Charan V

Date



ANNEXURE TO OFFER LETTER OF Charan V

Scanned copy of the following documents is to be sent to the email address mentioned above

1. Signed copy of the offer letter with name and date
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7. Updated resume
8. Address proof (Permanent and present address)
9. **Aadhar Card & Laptop (Mandatory)**
10. Last 3 months pay slips, relieving letter from the previous employer, Experience letter (if applicable)

@#@#@#@#


REGISTRAR


Offer Letter from Seventh Sense

31.03.2020

Dear Sourabh G

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Strategic Alliance & Digital Marketing Manager (Dual Role)"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

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You will receive Rs. 252,012 (CTC) annually with one year bond with reimbursements of expenses made on behalf of the company.

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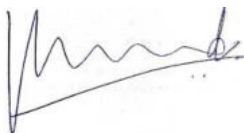
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You have also to bring hard copy of these documents together (for verification) with Original 10th standard marks cards (for submission) at the time of joining.

If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Sourabh G

Date



ANNEXURE TO OFFER LETTER OF Sourabh G

Scanned copy of the following documents is to be sent to the email address mentioned above

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@#@#@#@#


REGISTRAR


Offer Letter from Seventh Sense

31.03.2020

Dear Ankitha A K

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Subject Matter Expert"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

On satisfactory performance in the internship, you will be converted into a permanent employee with your probation period waived off

You will receive Rs. 252,012 (CTC) annually with one year bond with reimbursements of expenses made on behalf of the company.

You would get a minimum hike of 25% after the 1st Year. You are also eligible for **5% incentives** on achieving your targets which will be shared with you on the date of joining.

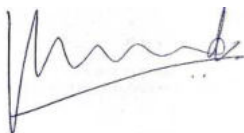
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If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Ankitha A K

Date



ANNEXURE TO OFFER LETTER OF Ankitha A K

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9. **Aadhar Card & Laptop (Mandatory)**
10. Last 3 months pay slips, relieving letter from the previous employer, Experience letter (if applicable)

@#@#@#@#



Offer Letter from Seventh Sense

31.03.2020

Dear Bindhu P

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Subject Matter Expert"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

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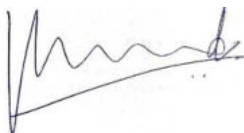
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If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Bindhu P

Date



ANNEXURE TO OFFER LETTER OF Bindhu P

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6. Bank Account details with photo, name, account number and IFSC being clearly visible
7. Updated resume
8. Address proof (Permanent and present address)
9. **Aadhar Card & Laptop (Mandatory)**
10. Last 3 months pay slips, relieving letter from the previous employer, Experience letter (if applicable)

@#@#@#@#


REGISTRAR


Offer Letter from Seventh Sense

31.03.2020

Dear Anas Shaikh Mahmood

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Strategic Alliance & Digital Marketing Manager (Dual Role)"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

On satisfactory performance in the internship, you will be converted into a permanent employee with your probation period waived off

You will receive Rs. 252,012 (CTC) annually with one year bond with reimbursements of expenses made on behalf of the company.

You would get a minimum hike of 25% after the 1st Year. You are also eligible for **5% incentives** on achieving your targets which will be shared with you on the date of joining.

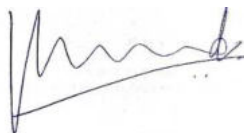
If you accept this offer, your work agreement with us will have to be executed for one year from the date of joining. Please send the signed (with date) copy of this offer letter and scanned copy of the documents mentioned in the annexure on or before **17.04.2020** and send it to info@seventhsensetalent.com

You have also to bring hard copy of these documents together (for verification) with Original 10th standard marks cards (for submission) at the time of joining.

If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Anas Shaikh Mahmood

Date




REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

ANNEXURE TO OFFER LETTER OF Anas Shaikh Mahmood

Scanned copy of the following documents is to be sent to the email address mentioned above

1. Signed copy of the offer letter with name and date
2. PAN Card with photo clearly visible
3. Graduation and Post graduation certificate, if any.
4. Colour Passport Size Photograph - 2
5. Phone Number and contact details including address and emergency contact details (in a word document)
6. Bank Account details with photo, name, account number and IFSC being clearly visible
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@#@#@#@#


REGISTRAR


Offer Letter from Seventh Sense

31.03.2020

Dear Anirudh Chagi

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Strategic Alliance & Digital Marketing Manager (Dual Role)"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

On satisfactory performance in the internship, you will be converted into a permanent employee with your probation period waived off

You will receive Rs. 252,012 (CTC) annually with one year bond with reimbursements of expenses made on behalf of the company.

You would get a minimum hike of 25% after the 1st Year. You are also eligible for **5% incentives** on achieving your targets which will be shared with you on the date of joining.

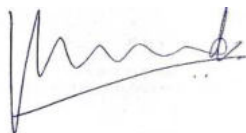
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If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Anirudh Chagi

Date



ANNEXURE TO OFFER LETTER OF Anirudh Chagi

Scanned copy of the following documents is to be sent to the email address mentioned above

1. Signed copy of the offer letter with name and date
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@#@#@#@#


REGISTRAR


Offer Letter from Seventh Sense

31.03.2020

Dear Jerlin Joy

Seventh Sense People Development Solutions Pvt Ltd is excited to take you on board as **"Subject Matter Expert"**

This offer letter provides a few important details such as: work from home internship requirement, compensation, joining date etc. of your employment. Detailed terms and conditions will be provided to you on the date of joining.

You will have to intern with us from 20.04.2020. This internship will have a stipend of Rs. 5000.00 per month. You will have to join at our Bengaluru office situated at #4, 23rd 'A' main, J P Nagar 2nd Phase, Bengaluru – 560078 Ph: 080 4174 4141. You will have to report to work at the above address unless you are visiting our clients on assignments.

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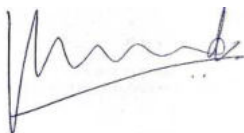
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If your acceptance letter is not received before **17.04.2020** we presume that you are not interested in this offer and the offer of employment would automatically be cancelled.

Yours sincerely,

I accept the offer



Director
Seventh Sense Talent Solutions

Jerlin Joy

Date



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

ANNEXURE TO OFFER LETTER OF Jerlin Joy

Scanned copy of the following documents is to be sent to the email address mentioned above

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8. Address proof (Permanent and present address)
9. **Aadhar Card & Laptop (Mandatory)**
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@#@#@#@#





Dhatuonline

To,
Manuragh R J
Student ID: 2016CVE009
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: Offer Confirmation.

Dear **Manuragh R J**,

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "Trainee Sales & Marketing Executive" after the completion of your B.Tech degree. **Your Cost to Company (CTC) will be ₹3 Lac per annum.** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

Confirmation of employment with Dhatu Online Solutions Pvt. Ltd is subjected to your joining on **1st July 2020** & submission of all mandatory documents (**Annexure-1**) and thereafter performance during the probation period. In case of non-submission of any mandatory document(s), you will be required to sign a declaration of undertaking of the actual date of submission of the document(s). Non-submission of the document(s) on the said date might lead to termination of employment.

You will be required to enter into a **Service Agreement (24 months)** to be executed between you and the Company on the day of joining. The detailed appointment Letter will be handed over to you on the date of joining.


REGISTRAR




Dhatuonline

Annexure – 1

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

Required documents:

- 1 - All Educational Certificates with mark sheets
- 2 - Provisional mark sheet / certificate (if not graduated)
- 3 - Aadhar Card
- 4 - PAN Card
- 5 - Valid Passport (Optional)
- 6 - Recent passport-sized color photograph (3 copies)
- 7 - Front page of Bank passbook (Where A/C no. & IFSC code are clearly mentioned)
- 8 - Aadhar Card of parents
- 9 - Post card sized photo of the student with parents

Details pertaining to remuneration are confidential and may strictly be treated as such.

If you have any queries, Please feel free to contact **Monalisha Pradhan**, HR Executive as below:

Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mohapatra)
Director





Dhatuonline

To,
Chaithanya R
Student ID: 2016MEE058
Branch: Mechanical Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: Offer Confirmation

Dear **Chaithanya R**,


Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "Trainee Sales & Marketing Executive" after the completion of your B.Tech degree. **Your Cost to Company (CTC) will be ₹3 Lac per annum.** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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Contact No.: 7899992200

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mohapatra)
Director



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE



Dhatuonline

To,
Shireesha U
Student ID: 2016MEE061
Branch: Mechanical Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear Shireesha U,


Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "Trainee Sales & Marketing Executive" after the completion of your B. Tech degree. **Your Cost to Company (CTC) will be ₹3 Lac per annum.** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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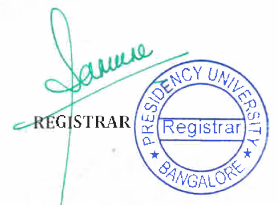
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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mohapatra)
Director





Dhatuonline

To,
Hemanth Kumar P
Student ID: 2017LME017
Branch: Mechanical Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: Offer Confirmation.

Dear Hemanth Kuamr P,



Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "Trainee Sales & Marketing Executive" after the completion of your B. Tech degree. **Your Cost to Company (CTC) will be ₹3 Lac per annum.** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mohapatra)
Director


REGISTRAR



Dhatuonline

To,
Manjunath S Chirikuri
Student ID: 2016PEE021
Branch: Petroleum Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear Manjunath S Chirikuri,

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "Trainee Sales & Marketing Executive" after the completion of your B. Tech degree. **Your Cost to Company (CTC) will be ₹3 Lac per annum.** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mohapatra)
Director





Feenixtech India



Dear Mr/Ms Venkatapavan Kumar T

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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

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

Trainees usually perform many of the following tasks:

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



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

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

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

Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Shahid Afreedi S

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Preethi B

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

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+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Presilla Jenifer A

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As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

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+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Mohammed Hassan Khan

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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

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

Trainees usually perform many of the following tasks:

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



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

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

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

Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Katarmal Harsh Sanjiv

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Sandhya B

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms Vidya Shree

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Fwd: DXC Hiring 2020 || Letter Of Intent

1 message

Mr. B.S. Shreyas Placement Manager <shreyas.bs@presidencyuniversity.in>

Tue, Mar 17, 2020 at 10:58 AM

To: "Dr.G Lakshminarayana" <drlakshminarayana@presidencyuniversity.in>, "Mr. Lokesh Admin Executive" <lokesh@presidencyuniversity.in>

Dear Sir

Please find below the Lol from DXC technologies.

Warm Regards
Shreyas

----- Forwarded message -----

From: **Aishwarya k** <aishwarya13399@gmail.com>

Date: Tuesday, March 17, 2020

Subject: Fwd: DXC Hiring 2020 || Letter Of Intent

To: shreyas.bs@presidencyuniversity.in

----- Forwarded message -----

From: **Ban, Pragya** <pban3@dx.com>

Date: Mon, Mar 16, 2020 at 10:18 PM

Subject: DXC Hiring 2020 || Letter Of Intent

To: aishwarya13399@gmail.com <aishwarya13399@gmail.com>

Re: **Campus Recruitment - Letter of Intent (LOI)**

Dear Aishwarya K,

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "**Associate Professional**" competency level opportunity to you, on the following key terms and conditions:

1. You would be on a probation period of six months from the date of your joining DXC Technology India.
2. Your designation at the time of joining would be **Associate Professional**.
3. Your total annual Cost to Company (CTC) would be amounting to INR 3,60,000/- (Rupees Three Lakhs Sixty Thousand only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.


REGISTRAR 

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

VP-Human Resource

DXC Technology India Private Limited - [Unit 13, Block 2](#), SDF Buildings, MEPZ SEZ, Tambaram, Chennai 600 045, Tamil Nadu. Registered in India, CIN: U72900TN2015FTC102489.

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--

With Best Regards

Shreyas

Manager Placements

M: +91 9380659015

Presidency University

www.presidencyuniversity.in



Shreyas
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore



Feenixtech India



Dear Mr/Ms PRIYANKA B

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on June 1. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allow to travel all regions and foreign Hr panel meetings basis of company instruction.

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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms ZAFAR KHAN

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

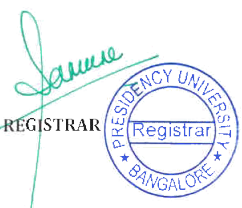
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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai





Feenixtech India



Dear Mr/Ms TEJASWINI D

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

As we discussed, your starting date will be June 1, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

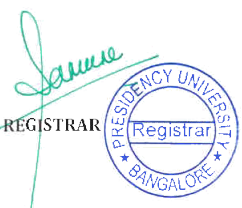
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Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



+919384888140



hr@feenixtechindia.com



BIT Park, Guindy. Chennai



PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: ANUSHA M S <anums1919@gmail.com>

Dear Anusha M S,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 25000/- per month .(including PF)

You are requested to join on 19th Apr 2020 at 10.00 AM at the following venue:

PULSUS Healthtech LLP

Block 5, 2nd Floor DLF Cyber City-SEZ

1/124, Shivaji garden, Moonlight stop

Ramapuram, Chennai-600 089

PULSUS Healthtech LLP

Block 5, 2nd Floor DLF Cyber City-SEZ

Contact Person: [HR_8763765693](tel:8763765693)

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.

List of Documents to be submitted at the time of Joining

Photocopy of all educational certificates

Eight passport size photographs.

Copy of PAN Card/AADHAR Card/Ration Card (As address proof)

All Original copy of educational certificates for verification and one original certificate submission with 1 year Bond

Regards

Rasmi Nayak

Human Resource

PULSUS Healthtech

Chennai | Vizag | Gurgaon

E: chennaihr@pulsus.com; rasmi_nayak@pulsus.co.in

T: 044 6625 2600 Ext 2609

PULSUS
WWW.PULSUSCONFERENCE.COM

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

3/12/2020

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Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: FLORANCE JUSTINAA <florancejustina1998@gmail.com>

Dear Florance Justina A,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 25000/- per month .(including PF)

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PULSUS Healthtech LLP

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Regards

Rasmi Nayak

Human Resource

PULSUS Healthtech

Chennai | Vizag | Gurgaon

E: chennaihr@pulsus.com; rasmi_nayak@pulsus.co.in

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PRESIDENCY UNIVERSITY
BANGALORE

3/12/2020

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Sanne
REGISTRAR



PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: MUKESH KUMAR <mukesh.india001@gmail.com>

Dear Mukesh Kumar,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 25000/- per month .(including PF)

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PULSUS Healthtech LLP

Block 5, 2nd Floor DLF Cyber City-SEZ

Contact Person: [HR_8763765693](tel:8763765693)

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Regards

Rasmi Nayak

Human Resource

PULSUS Healthtech

Chennai | Vizag | Gurgaon

E: chennaihr@pulsus.com; rasmi_nayak@pulsus.co.in

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Rasmi
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

3/12/2020

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Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: PRATHIBHA C M <Prathibhaprathi1998@gmail.com>

Dear Prathibha C M,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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PULSUS Healthtech LLP

Block 5, 2nd Floor DLF Cyber City-SEZ

Contact Person: [HR_8763765693](tel:8763765693)

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PULSUS Healthtech

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BANGALORE

3/12/2020

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PRESIDENCY UNIVERSITY
Registrar
BANGALORE

PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: DEEPAK T P <deepakparabhu2205@gmail.com>

Dear Deepak T P,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 25000/- per month .(including PF)

You are requested to join on 19th Apr 2020 at 10.00 AM at the following venue:

PULSUS Healthtech LLP

Block 5, 2nd Floor DLF Cyber City-SEZ

1/124, Shivaji garden, Moonlight stop

Ramapuram, Chennai-600 089

PULSUS Healthtech LLP

Block 5, 2nd Floor DLF Cyber City-SEZ

Contact Person: [HR_8763765693](tel:8763765693)

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.

List of Documents to be submitted at the time of Joining

Photocopy of all educational certificates

Eight passport size photographs.

Copy of PAN Card/AADHAR Card/Ration Card (As address proof)

All Original copy of educational certificates for verification and one original certificate submission with 1 year Bond

Regards

Rasmi Nayak

Human Resource

PULSUS Healthtech

Chennai | Vizag | Gurgaon

E: chennaihr@pulsus.com; rasmi_nayak@pulsus.co.in

T: 044 6625 2600 Ext 2609

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WWW.PULSUSCONFERENCE.COM

Rasmi
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3/12/2020

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PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: JERALD ROLANCE S <srolance@gmail.com>

Dear Jerald Rolance S,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: KORADA SAGAR <777sagark@gmail.com>

Dear Korada Sagar,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: SAI TEJA REDDY V <saitejavangumalla8@gmail.com>

Dear Sai Teja Reddy V,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: VINAY D R <vinumanjuraghu@gmail.com>

Dear Vinay D R,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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Human Resource

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PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: VUSA NAVEEN <vusanaveen138@gmail.com>

Dear Vusa Naveen,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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Sanne
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PULSUS HEALTHTECH_Offer Letter

chennaihr <chennaihr@pulsus.com>

Thu 3/12/2020 10:00 AM

To: PRAVACHAN D NAIK <pravachandnaik555@gmail.com>

Dear Pravachan D Naik,

Greetings from PULSUS group!!

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Fidelis Corporate Solutions Pvt. Ltd.,

No. 357, "SAN DIEGO", 2nd Floor, 6th Main Road,
1st Block Koramangala, Bengaluru 560034,
Karnataka, India

Phone : 080-41502234 / 36
Email : info@fidelisgroup.in
Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

Date: 18 March 2020

BALARAM B IYENGAR

~~Maharaja Hiyengar~~

~~27, 5th main, 5th cross, Rajahmundry nagar, RT Nagar post, bangalore, Karnataka - 560032~~

~~sai garden layout vidhyaranyapura, bangalore 560097, Karnataka - 560097~~

Dear ~~Maharaja Hiyengar~~

Subject: Appointment as Technical Support Engineer-L1

Further to our earlier letter, the Management is pleased to appoint you as Technical Support Engineer-L1 with effective from 18 March 2020.

Your monthly compensation would be Rs. 22000/-of Cost to Company which includes the following:

- 1) Provident Fund benefits by the Company.
- 2) Employees State Insurance by the Company.

Please return the duplicate copy of this letter duly signed in token of your acceptance. Together with the following necessary documents:

- 01 Copies of Educational/Technical Courses
- 02 Copy of PAN Card
- 03 Copy of Passport
- 04 2 Passport sized photographs
- 05 Last pay slip
- 06 Resignation copy and relieving letter
- 07 PF and ESI declaration to be submitted at the time of joining
- 08 Reference details – The appointment shall be subject to satisfactory reference check.

Your appointment is subject to being able to provide the above mentioned documents and subsequent to back ground verification.

We welcome you to the FIDELIS family and hope for a long and happy association with you in the future.

Welcome aboard!

Yours Faithfully

For Fidelis Corporate Solutions Pvt.Ltd.,

Raghavendra Mesta
VP- HR & Operations


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Fidelis Corporate Solutions Pvt. Ltd.,

No. 357, "SAN DIEGO", 2nd Floor, 6th Main Road,
1st Block Koramangala, Bengaluru 560034,
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Phone : 080-41502234 / 36
Email : info@fidelisgroup.in
Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

ANNEXURE - A

Employee Name : ~~Salgatha R. Nagar~~

Designation : Technical Support Engineer-L1

Date Of Appointment : 18 March 2020

Salary break-up:

Details	Per Month(Rs)	Per Annum(Rs)
Basic	15,000.00	1,80,000.00
HRA	3,072.00	36,864.00
Statutory Bonus	1,250.00	15,000.00
Gross Pay	19,322.00	2,31,864.00
Empl PF	1,800.00	21,600.00
Empl ESI	145.00	1,740.00
Empl PT	200.00	2,400.00
Take Home	17,177.00	2,06,124.00
Company PF	1,950.00	23,400.00
Company ESI	628.00	7,536.00
Medical Insurance	100.00	1,200.00
Cost To Company	22,000.00	2,64,000.00

Note: CTC includes all allowances and statutory components (Employer and Employee contribution of PF, ESI, PT and Bonus paid as advance on monthly basis).

The salary is subjected to Income Tax deduction (if applicable) as per the regulation of the Government of India. Your salary is strictly confidential. The salary slip would be sent to your email ID provided in the resume submitted to us at the time of joining.

Salary is inclusive of all statutory payments and the same would be credited your account (Account Number to be intimated by you) in the form of amount transfer or cheque payment as the case may be.

Authorized Signatory

Acceptance by the Employee



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Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

Terms and Conditions

1. Duties and Responsibilities.

This is an executive position involving continuous responsibility and does not entitle you to any compensation for overtime. The work environment requires flexibility and you will need to undertake additional related duties from time to time, which may include local as well as overseas travel.

In addition to the above you shall perform such duties as the Employer may assign to you from time to time.

The Employer reserves the right to transfer you within its offices in India or abroad. The Employer may also transfer you from one department / unit to another (either existing or to be set up in future) or to a group entity of the Employer, at the Employer's sole discretion. Any such transfer shall be on the same terms and conditions as are specified herein. The Employer also reserves its right to depute you in any other company or entity, for providing the required services that may be decided between the Employer and the Company.

During the course of such deputation you will carry out all reasonable and lawful instructions given either verbally, in writing or through any electronic medium by the authority to whom you report to in the in the Company.

2. Responsibility on deputation:

During the course of your employment, the employer may depute you to work at their customer or business partner organizations. You shall not under any circumstance or at any point in time claim or demand to be on the rolls of the company where you are deployed, as an employee of that company or claim any benefits of employment from that company.

Any benefit or emolument that you may receive during your period of deputation in a company for providing services, shall not be construed to imply a employer -employee relationship between such company and you.

3. Conduct and Discipline:

You agree to devote your full business time, attention, skill, and effort exclusively to the performance of the duties that the Employer may assign to you from time to time. You may not engage in any business activities or render any services of a business, commercial, or professional nature, directly or indirectly, whether or not for compensation, for the benefit of anyone other than the Employer, unless the Employer has given its consent in writing in advance.

During your employment, you agree not to undertake any activity, which creates, or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Employer.

You may not enter into any pecuniary obligations that would render you financially embarrassed. You will be expected to disclose certain financial transactions and agree to abide by the Employer's policies and procedures related to conflicts of interest, ethics and insider dealings.

You shall not sign any agreement, document or letter on behalf of the Employer, unless authorized in writing by Managing Director of the Employer. Please note that if you sign any such document without obtaining the requisite authorization, all obligations incurred in respect of the same shall be treated as your personal responsibility, and you shall indemnify and keep the Employer indemnified from all liabilities and responsibilities that may be incurred in connection with the same.

The Employer shall not be responsible or liable to any company to which you have been deputed for providing services, for any acts of misfeasance or malfeasance, committed by you during the course of your deputation in such company. You shall be personally responsible and liable to the company, for such acts of misfeasance or malfeasance that may be committed by you during your deputation in such company.

You agree to comply with such rules and regulations as the Employer may adopt from time to time.



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Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

4. Termination:

Under this employment agreement you will have an option of terminating the employment. You may exercise this option by providing the Company thirty days written notice. During the period covered by the Minimum Notice (the Notice Period), you (i) shall remain employed by the Company and its Subsidiaries and (ii) shall not commence employment with any other employer or directly or indirectly induce or solicit any client of the Company or any of its subsidiaries to terminate or modify its relationship with any of them.

Your employment may, however, be terminated forthwith without notice or payment in lieu of notice should you be found guilty of any breach or neglect of any of the terms of this letter, or of any of the duties expressed or implied in this letter or any duties which may from time to time be assigned to you by the Employer.

Termination could also happen if back ground verification is not clear. Any termination or resignation happening within a year of joining the organization would lead to a deduction of back ground verification charges incurred which is done by a Third-party vendor.

In the event of the termination of your employment pursuant to this clause, you shall be paid all remuneration which may be due to you till the date of termination and such amount shall be received by you in full satisfaction and discharge of all claims and demands whatsoever which you may otherwise have against the Employer in connection or arising out of this letter or your employment hereunder but without prejudice to any claim the Employer may have against you arising out of any breach or non-performance by you of any of these obligations under this letter.

Upon the termination of your employment for whatever reason, you shall immediately deliver to the Employer all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Employer.

5. Representations and Warranties:

You represent and warrant to the Employer that: (1) you are free to enter into employment with the Employer without violation of any third party rights and that your employment with Employer will not result in a violation of any agreement or restrictive condition you may have with any third party including any former employer; (2) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for Employer; (3) all information provided by you to the Employer, including information set forth in your resume, information provided during the interview process and information in any employment application, is truthful and accurate; and (4) you will not disclose to the Employer, or induce the Employer to use, any confidential or proprietary information or materials belonging to any third party, including any previous employers.

6. Confidentiality:

In the course of your work for the Employer, you are likely to become aware of information which is commercially sensitive or valuable to the Employer (and/or its group entities) concerning its organisation, marketing, finance or other affairs.

You are precluded from:

- Revealing any such information, directly or indirectly to anyone without express written authority of the Employer.



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CIN No - U74110KA2010PTC053482

- Using or attempting to use such information in any manner which may injure or cause loss either directly or indirectly to the Employer (and/or its Group Entities) or any of its / their business (es).

You also agree to keep confidential all matters pertaining to your salary, increases in salary, any bonuses, stock options you may be granted, etc. The obligation to keep information confidential continues even after termination of employment.

7. Non-compete:

Your position with the Employer requires considerable responsibility and trust. Relying on your undivided loyalty, the Employer expects to entrust to you highly sensitive confidential, restricted, and proprietary information involving the Employer business. It could prove very difficult to isolate this confidential information from business activities that you might consider pursuing after termination of your employment with the Employer, and in some instances, you may not be able to compete with the Employer in certain ways because of the risk that the Employer's confidential and proprietary information might be compromised. You are legally and ethically responsible for protecting and preserving Employer's confidential information and proprietary rights for use only for the Employer's benefit, and this responsibility may impose limitations on your ability to pursue certain business opportunities that might interest you during or after your employment.

8. Coverage of Mediclaim and Accidental Insurance:

You are covered under Group Medical Insurance and Accidental Insurance Policy while on duty, up to a maximum limit of Rs.100, 000/- and a sum of Rs.100,000/ - respectively per annum, subject to the terms and conditions of the Insurance Company.

9. Your salary is strictly confidential.

10. The offer is subject to satisfactory investigation of the following credentials produced by you at the time of joining.

- Proof of age;
- Entry Qualification Certificate(s);
- Salary and Services certificate(s) from the last employer.

11. All disputes are subject to Bangalore (Karnataka) Jurisdiction only

Other conditions of your engagement will be based on the rules in force and as modified from time to time.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms and conditions of employment and I Undertake to abide by the said terms and conditions.

Name:

Signature:

Date:





Fidelis Corporate Solutions Pvt. Ltd.,

No. 357, "SAN DIEGO", 2nd Floor, 6th Main Road,
1st Block Koramangala, Bengaluru 560034,
Karnataka, India

Phone : 080-41502234 / 36
Email : info@fidelisgroup.in
Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

Date: 18 March 2020

Deepa Sarker

493/1, 2nd floor, 13th cross, Annasandrapalya, H.A.L., Bangalore -560 017

Dear Deepa Sarker

Subject: Appointment as Technical Support Engineer-L1

Further to our earlier letter, the Management is pleased to appoint you as Technical Support Engineer-L1 with effective from 18 March 2020.

Your monthly compensation would be Rs. 22000/-of Cost to Company which includes the following:

- 1) Provident Fund benefits by the Company.
- 2) Employees State Insurance by the Company.

Please return the duplicate copy of this letter duly signed in token of your acceptance. Together with the following necessary documents:

01 Copies of Educational/Technical Courses

02 Copy of PAN Card

03 Copy of Passport

04 2 Passport sized photographs

05 Last pay slip

06 Resignation copy and relieving letter

07 PF and ESI declaration to be submitted at the time of joining

08 Reference details – The appointment shall be subject to satisfactory reference check.

Your appointment is subject to being able to provide the above mentioned documents and subsequent to back ground verification.

We welcome you to the FIDELIS family and hope for a long and happy association with you in the future.

Welcome aboard!

Yours Faithfully

For Fidelis Corporate Solutions Pvt. Ltd.,



Raghavendra Mesta

VP- HR & Operations



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ANNEXURE - A

Employee Name :Deepa Sarker

Designation :Technical Support Engineer-L1

Date Of Appointment :18 March 2020

Salary break-up:

Details	Per Month(Rs)	Per Annum(Rs)
Basic	15,000.00	1,80,000.00
HRA	3,072.00	36,864.00
Statutory Bonus	1,250.00	15,000.00
Gross Pay	19,322.00	2,31,864.00
Empl PF	1,800.00	21,600.00
Empl ESI	145.00	1,740.00
Empl PT	200.00	2,400.00
Take Home	17,177.00	2,06,124.00
Company PF	1,950.00	23,400.00
Company ESI	628.00	7,536.00
Medical Insurance	100.00	1,200.00
Cost To Company	22,000.00	2,64,000.00

Note: CTC includes all allowances and statutory components (Employer and Employee contribution of PF, ESI, PT and Bonus paid as advance on monthly basis).

The salary is subjected to Income Tax deduction (if applicable) as per the regulation of the Government of India. Your salary is strictly confidential. The salary slip would be sent to your email ID provided in the resume submitted to us at the time of joining.

Salary is inclusive of all statutory payments and the same would be credited your account (Account Number to be intimated by you) in the form of amount transfer or cheque payment as the case may be.



Authorized Signatory

Acceptance by the Employee

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CIN No - U74110KA2010PTC053482

Terms and Conditions

1. Duties and Responsibilities.

This is an executive position involving continuous responsibility and does not entitle you to any compensation for overtime. The work environment requires flexibility and you will need to undertake additional related duties from time to time, which may include local as well as overseas travel.

In addition to the above you shall perform such duties as the Employer may assign to you from time to time.

The Employer reserves the right to transfer you within its offices in India or abroad. The Employer may also transfer you from one department / unit to another (either existing or to be set up in future) or to a group entity of the Employer, at the Employer's sole discretion. Any such transfer shall be on the same terms and conditions as are specified herein. The Employer also reserves its right to depute you in any other company or entity, for providing the required services that may be decided between the Employer and the Company.

During the course of such deputation you will carry out all reasonable and lawful instructions given either verbally, in writing or through any electronic medium by the authority to whom you report to in the in the Company.

2. Responsibility on deputation:

During the course of your employment, the employer may depute you to work at their customer or business partner organizations. You shall not under any circumstance or at any point in time claim or demand to be on the rolls of the company where you are deployed, as an employee of that company or claim any benefits of employment from that company.

Any benefit or emolument that you may receive during your period of deputation in a company for providing services, shall not be construed to imply a employer -employee relationship between such company and you.

3. Conduct and Discipline:

You agree to devote your full business time, attention, skill, and effort exclusively to the performance of the duties that the Employer may assign to you from time to time. You may not engage in any business activities or render any services of a business, commercial, or professional nature, directly or indirectly, whether or not for compensation, for the benefit of anyone other than the Employer, unless the Employer has given its consent in writing in advance.

During your employment, you agree not to undertake any activity, which creates, or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Employer.

You may not enter into any pecuniary obligations that would render you financially embarrassed. You will be expected to disclose certain financial transactions and agree to abide by the Employer's policies and procedures related to conflicts of interest, ethics and insider dealings.

You shall not sign any agreement, document or letter on behalf of the Employer, unless authorized in writing by Managing Director of the Employer. Please note that if you sign any such document without obtaining the requisite authorization, all obligations incurred in respect of the same shall be treated as your personal responsibility, and you shall indemnify and keep the Employer indemnified from all liabilities and responsibilities that may be incurred in connection with the same.

The Employer shall not be responsible or liable to any company to which you have been deputed for providing services, for any acts of misfeasance or malfeasance, committed by you during the course of your deputation in such company. You shall be personally responsible and liable to the company, for such acts of misfeasance or malfeasance that may be committed by you during your deputation in such company.

You agree to comply with such rules and regulations as the Employer may adopt from time to time.



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4. Termination:

Under this employment agreement you will have an option of terminating the employment. You may exercise this option by providing the Company thirty days written notice. During the period covered by the Minimum Notice (the Notice Period), you (i) shall remain employed by the Company and its Subsidiaries and (ii) shall not commence employment with any other employer or directly or indirectly induce or solicit any client of the Company or any of its subsidiaries to terminate or modify its relationship with any of them.

Your employment may, however, be terminated forthwith without notice or payment in lieu of notice should you be found guilty of any breach or neglect of any of the terms of this letter, or of any of the duties expressed or implied in this letter or any duties which may from time to time be assigned to you by the Employer.

Termination could also happen if back ground verification is not clear. Any termination or resignation happening within a year of joining the organization would lead to a deduction of back ground verification charges incurred which is done by a Third-party vendor.

In the event of the termination of your employment pursuant to this clause, you shall be paid all remuneration which may be due to you till the date of termination and such amount shall be received by you in full satisfaction and discharge of all claims and demands whatsoever which you may otherwise have against the Employer in connection or arising out of this letter or your employment hereunder but without prejudice to any claim the Employer may have against you arising out of any breach or non-performance by you of any of these obligations under this letter.

Upon the termination of your employment for whatever reason, you shall immediately deliver to the Employer all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Employer.

5. Representations and Warranties:

You represent and warrant to the Employer that: (1) you are free to enter into employment with the Employer without violation of any third party rights and that your employment with Employer will not result in a violation of any agreement or restrictive condition you may have with any third party including any former employer; (2) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for Employer; (3) all information provided by you to the Employer, including information set forth in your resume, information provided during the interview process and information in any employment application, is truthful and accurate; and (4) you will not disclose to the Employer, or induce the Employer to use, any confidential or proprietary information or materials belonging to any third party, including any previous employers.

6. Confidentiality:

In the course of your work for the Employer, you are likely to become aware of information which is commercially sensitive or valuable to the Employer (and/or its group entities) concerning its organisation, marketing, finance or other affairs.

You are precluded from:

- Revealing any such information, directly or indirectly to anyone without express written authority of the Employer.



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- Using or attempting to use such information in any manner which may injure or cause loss either directly or indirectly to the Employer (and/or its Group Entities) or any of its / their business (es).

You also agree to keep confidential all matters pertaining to your salary, increases in salary, any bonuses, stock options you may be granted, etc. The obligation to keep information confidential continues even after termination of employment.

7. Non-compete:

Your position with the Employer requires considerable responsibility and trust. Relying on your undivided loyalty, the Employer expects to entrust to you highly sensitive confidential, restricted, and proprietary information involving the Employer business. It could prove very difficult to isolate this confidential information from business activities that you might consider pursuing after termination of your employment with the Employer, and in some instances, you may not be able to compete with the Employer in certain ways because of the risk that the Employer's confidential and proprietary information might be compromised. You are legally and ethically responsible for protecting and preserving Employer's confidential information and proprietary rights for use only for the Employer's benefit, and this responsibility may impose limitations on your ability to pursue certain business opportunities that might interest you during or after your employment.

8. Coverage of Mediclaim and Accidental Insurance:

You are covered under Group Medical Insurance and Accidental Insurance Policy while on duty, up to a maximum limit of Rs.100, 000/- and a sum of Rs.100,000/ - respectively per annum, subject to the terms and conditions of the Insurance Company.

9. Your salary is strictly confidential.

10. The offer is subject to satisfactory investigation of the following credentials produced by you at the time of joining.

- Proof of age;
- Entry Qualification Certificate(s);
- Salary and Services certificate(s) from the last employer.

11. All disputes are subject to Bangalore (Karnataka) Jurisdiction only

Other conditions of your engagement will be based on the rules in force and as modified from time to time.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms and conditions of employment and I Undertake to abide by the said terms and conditions.

Name:
Signature:

Date:





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CIN No - U74110KA2010PTC053482

Date: 18 March 2020

G B Kavya

#412 1st main 3rd Cross, Bhadrappa Layout, Maruthi Nagar, Bangalore North, Karnataka, 560092

Dear G B Kavya

Subject: Appointment as Technical Support Engineer-L1

Further to our earlier letter, the Management is pleased to appoint you as Technical Support Engineer-L1 with effective from 18 March 2020.

Your monthly compensation would be Rs. 22000/-of Cost to Company which includes the following:

- 1) Provident Fund benefits by the Company.
- 2) Employees State Insurance by the Company.

Please return the duplicate copy of this letter duly signed in token of your acceptance. Together with the following necessary documents:

- 01 Copies of Educational/Technical Courses
- 02 Copy of PAN Card
- 03 Copy of Passport
- 04 2 Passport sized photographs
- 05 Last pay slip
- 06 Resignation copy and relieving letter
- 07 PF and ESI declaration to be submitted at the time of joining
- 08 Reference details – The appointment shall be subject to satisfactory reference check.

Your appointment is subject to being able to provide the above mentioned documents and subsequent to back ground verification.

We welcome you to the FIDELIS family and hope for a long and happy association with you in the future.

Welcome aboard!

Yours Faithfully

For Fidelis Corporate Solutions Pvt. Ltd.,



Raghavendra Mesta
VP- HR & Operations



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ANNEXURE - A

Employee Name : G B Kavya

Designation : Technical Support Engineer-L1

Date Of Appointment : 18 March 2020

Salary break-up:

Details	Per Month(Rs)	Per Annum(Rs)
Basic	15,000.00	1,80,000.00
HRA	3,072.00	36,864.00
Statutory Bonus	1,250.00	15,000.00
Gross Pay	19,322.00	2,31,864.00
Empl PF	1,800.00	21,600.00
Empl ESI	145.00	1,740.00
Empl PT	200.00	2,400.00
Take Home	17,177.00	2,06,124.00
Company PF	1,950.00	23,400.00
Company ESI	628.00	7,536.00
Medical Insurance	100.00	1,200.00
Cost To Company	22,000.00	2,64,000.00

Note: CTC includes all allowances and statutory components (Employer and Employee contribution of PF, ESI, PT and Bonus paid as advance on monthly basis).

The salary is subjected to Income Tax deduction (if applicable) as per the regulation of the Government of India. Your salary is strictly confidential. The salary slip would be sent to your email ID provided in the resume submitted to us at the time of joining.

Salary is inclusive of all statutory payments and the same would be credited your account (Account Number to be intimated by you) in the form of amount transfer or cheque payment as the case may be.



Authorized Signatory

REGISTRAR
Acceptance by the Employee



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Terms and Conditions

1. Duties and Responsibilities.

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In addition to the above you shall perform such duties as the Employer may assign to you from time to time.

The Employer reserves the right to transfer you within its offices in India or abroad. The Employer may also transfer you from one department / unit to another (either existing or to be set up in future) or to a group entity of the Employer, at the Employer's sole discretion. Any such transfer shall be on the same terms and conditions as are specified herein. The Employer also reserves its right to depute you in any other company or entity, for providing the required services that may be decided between the Employer and the Company.

During the course of such deputation you will carry out all reasonable and lawful instructions given either verbally, in writing or through any electronic medium by the authority to whom you report to in the in the Company.

2. Responsibility on deputation:

During the course of your employment, the employer may depute you to work at their customer or business partner organizations. You shall not under any circumstance or at any point in time claim or demand to be on the rolls of the company where you are deployed, as an employee of that company or claim any benefits of employment from that company.

Any benefit or emolument that you may receive during your period of deputation in a company for providing services, shall not be construed to imply a employer -employee relationship between such company and you.

3. Conduct and Discipline:

You agree to devote your full business time, attention, skill, and effort exclusively to the performance of the duties that the Employer may assign to you from time to time. You may not engage in any business activities or render any services of a business, commercial, or professional nature, directly or indirectly, whether or not for compensation, for the benefit of anyone other than the Employer, unless the Employer has given its consent in writing in advance.

During your employment, you agree not to undertake any activity, which creates, or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Employer.

You may not enter into any pecuniary obligations that would render you financially embarrassed. You will be expected to disclose certain financial transactions and agree to abide by the Employer's policies and procedures related to conflicts of interest, ethics and insider dealings.

You shall not sign any agreement, document or letter on behalf of the Employer, unless authorized in writing by Managing Director of the Employer. Please note that if you sign any such document without obtaining the requisite authorization, all obligations incurred in respect of the same shall be treated as your personal responsibility, and you shall indemnify and keep the Employer indemnified from all liabilities and responsibilities that may be incurred in connection with the same.

The Employer shall not be responsible or liable to any company to which you have been deputed for providing services, for any acts of misfeasance or malfeasance, committed by you during the course of your deputation in such company. You shall be personally responsible and liable to the company, for such acts of misfeasance or malfeasance that may be committed by you during your deputation in such company.

You agree to comply with such rules and regulations as the Employer may adopt from time to time.



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4. Termination:

Under this employment agreement you will have an option of terminating the employment. You may exercise this option by providing the Company thirty days written notice. During the period covered by the Minimum Notice (the Notice Period), you (i) shall remain employed by the Company and its Subsidiaries and (ii) shall not commence employment with any other employer or directly or indirectly induce or solicit any client of the Company or any of its subsidiaries to terminate or modify its relationship with any of them.

Your employment may, however, be terminated forthwith without notice or payment in lieu of notice should you be found guilty of any breach or neglect of any of the terms of this letter, or of any of the duties expressed or implied in this letter or any duties which may from time to time be assigned to you by the Employer.

Termination could also happen if back ground verification is not clear. Any termination or resignation happening within a year of joining the organization would lead to a deduction of back ground verification charges incurred which is done by a Third-party vendor.

In the event of the termination of your employment pursuant to this clause, you shall be paid all remuneration which may be due to you till the date of termination and such amount shall be received by you in full satisfaction and discharge of all claims and demands whatsoever which you may otherwise have against the Employer in connection or arising out of this letter or your employment hereunder but without prejudice to any claim the Employer may have against you arising out of any breach or non-performance by you of any of these obligations under this letter.

Upon the termination of your employment for whatever reason, you shall immediately deliver to the Employer all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Employer.

5. Representations and Warranties:

You represent and warrant to the Employer that: (1) you are free to enter into employment with the Employer without violation of any third party rights and that your employment with Employer will not result in a violation of any agreement or restrictive condition you may have with any third party including any former employer; (2) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for Employer; (3) all information provided by you to the Employer, including information set forth in your resume, information provided during the interview process and information in any employment application, is truthful and accurate; and (4) you will not disclose to the Employer, or induce the Employer to use, any confidential or proprietary information or materials belonging to any third party, including any previous employers.

6. Confidentiality:

In the course of your work for the Employer, you are likely to become aware of information which is commercially sensitive or valuable to the Employer (and/or its group entities) concerning its organisation, marketing, finance or other affairs.

You are precluded from:

- Revealing any such information, directly or indirectly to anyone without express written authority of the Employer.



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- Using or attempting to use such information in any manner which may injure or cause loss either directly or indirectly to the Employer (and/or its Group Entities) or any of its / their business (es).

You also agree to keep confidential all matters pertaining to your salary, increases in salary, any bonuses, stock options you may be granted, etc. The obligation to keep information confidential continues even after termination of employment.

7. Non-compete:

Your position with the Employer requires considerable responsibility and trust. Relying on your undivided loyalty, the Employer expects to entrust to you highly sensitive confidential, restricted, and proprietary information involving the Employer business. It could prove very difficult to isolate this confidential information from business activities that you might consider pursuing after termination of your employment with the Employer, and in some instances, you may not be able to compete with the Employer in certain ways because of the risk that the Employer's confidential and proprietary information might be compromised. You are legally and ethically responsible for protecting and preserving Employer's confidential information and proprietary rights for use only for the Employer's benefit, and this responsibility may impose limitations on your ability to pursue certain business opportunities that might interest you during or after your employment.

8. Coverage of Mediclaim and Accidental Insurance:

You are covered under Group Medical Insurance and Accidental Insurance Policy while on duty, up to a maximum limit of Rs.100, 000/- and a sum of Rs.100,000/ - respectively per annum, subject to the terms and conditions of the Insurance Company.

9. Your salary is strictly confidential.

10. The offer is subject to satisfactory investigation of the following credentials produced by you at the time of joining.

- Proof of age;
- Entry Qualification Certificate(s);
- Salary and Services certificate(s) from the last employer.

11. All disputes are subject to Bangalore (Karnataka) Jurisdiction only

Other conditions of your engagement will be based on the rules in force and as modified from time to time.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms and conditions of employment and I Undertake to abide by the said terms and conditions.

Name:
Signature:

Date:



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CIN No - U74110KA2010PTC053482

Date: 18 March 2020

BALARAM B IYENGAR

~~Maharaja Hiyengar~~

~~27, 5th main, 5th cross, Rajahmundry nagar, RT Nagar post, bangalore, Karnataka - 560032~~

~~sai garden layout vidhyaranyapura, bangalore 560097, Karnataka - 560097~~

Dear ~~Maharaja Hiyengar~~

Subject: Appointment as Technical Support Engineer-L1

Further to our earlier letter, the Management is pleased to appoint you as Technical Support Engineer-L1 with effective from 18 March 2020.

Your monthly compensation would be Rs. 22000/-of Cost to Company which includes the following:

- 1) Provident Fund benefits by the Company.
- 2) Employees State Insurance by the Company.

Please return the duplicate copy of this letter duly signed in token of your acceptance. Together with the following necessary documents:

- 01 Copies of Educational/Technical Courses
- 02 Copy of PAN Card
- 03 Copy of Passport
- 04 2 Passport sized photographs
- 05 Last pay slip
- 06 Resignation copy and relieving letter
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- 08 Reference details – The appointment shall be subject to satisfactory reference check.

Your appointment is subject to being able to provide the above mentioned documents and subsequent to back ground verification.

We welcome you to the FIDELIS family and hope for a long and happy association with you in the future.

Welcome aboard!

Yours Faithfully

For Fidelis Corporate Solutions Pvt.Ltd.,

Raghavendra Mesta
VP- HR & Operations



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ANNEXURE - A

Employee Name : ~~Saligrama H. Yemgar~~

Designation : Technical Support Engineer-L1

Date Of Appointment : 18 March 2020

Salary break-up:

Details	Per Month(Rs)	Per Annum(Rs)
Basic	15,000.00	1,80,000.00
HRA	3,072.00	36,864.00
Statutory Bonus	1,250.00	15,000.00
Gross Pay	19,322.00	2,31,864.00
Empl PF	1,800.00	21,600.00
Empl ESI	145.00	1,740.00
Empl PT	200.00	2,400.00
Take Home	17,177.00	2,06,124.00
Company PF	1,950.00	23,400.00
Company ESI	628.00	7,536.00
Medical Insurance	100.00	1,200.00
Cost To Company	22,000.00	2,64,000.00

Note: CTC includes all allowances and statutory components (Employer and Employee contribution of PF, ESI, PT and Bonus paid as advance on monthly basis).

The salary is subjected to Income Tax deduction (if applicable) as per the regulation of the Government of India. Your salary is strictly confidential. The salary slip would be sent to your email ID provided in the resume submitted to us at the time of joining.

Salary is inclusive of all statutory payments and the same would be credited your account (Account Number to be intimated by you) in the form of amount transfer or cheque payment as the case may be.

Authorized Signatory

Acceptance by the Employee



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1. Duties and Responsibilities.

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In addition to the above you shall perform such duties as the Employer may assign to you from time to time.

The Employer reserves the right to transfer you within its offices in India or abroad. The Employer may also transfer you from one department / unit to another (either existing or to be set up in future) or to a group entity of the Employer, at the Employer's sole discretion. Any such transfer shall be on the same terms and conditions as are specified herein. The Employer also reserves its right to depute you in any other company or entity, for providing the required services that may be decided between the Employer and the Company.

During the course of such deputation you will carry out all reasonable and lawful instructions given either verbally, in writing or through any electronic medium by the authority to whom you report to in the in the Company.

2. Responsibility on deputation:

During the course of your employment, the employer may depute you to work at their customer or business partner organizations. You shall not under any circumstance or at any point in time claim or demand to be on the rolls of the company where you are deployed, as an employee of that company or claim any benefits of employment from that company.

Any benefit or emolument that you may receive during your period of deputation in a company for providing services, shall not be construed to imply a employer -employee relationship between such company and you.

3. Conduct and Discipline:

You agree to devote your full business time, attention, skill, and effort exclusively to the performance of the duties that the Employer may assign to you from time to time. You may not engage in any business activities or render any services of a business, commercial, or professional nature, directly or indirectly, whether or not for compensation, for the benefit of anyone other than the Employer, unless the Employer has given its consent in writing in advance.

During your employment, you agree not to undertake any activity, which creates, or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Employer.

You may not enter into any pecuniary obligations that would render you financially embarrassed. You will be expected to disclose certain financial transactions and agree to abide by the Employer's policies and procedures related to conflicts of interest, ethics and insider dealings.

You shall not sign any agreement, document or letter on behalf of the Employer, unless authorized in writing by Managing Director of the Employer. Please note that if you sign any such document without obtaining the requisite authorization, all obligations incurred in respect of the same shall be treated as your personal responsibility, and you shall indemnify and keep the Employer indemnified from all liabilities and responsibilities that may be incurred in connection with the same.

The Employer shall not be responsible or liable to any company to which you have been deputed for providing services, for any acts of misfeasance or malfeasance, committed by you during the course of your deputation in such company. You shall be personally responsible and liable to the company, for such acts of misfeasance or malfeasance that may be committed by you during your deputation in such company.

You agree to comply with such rules and regulations as the Employer may adopt from time to time.



Fidelis
Services Redefined



Fidelis Corporate Solutions Pvt. Ltd.,

No. 357, "SAN DIEGO", 2nd Floor, 6th Main Road,
1st Block Koramangala, Bengaluru 560034,
Karnataka, India

Phone : 080-41502234 / 36

Email : info@fidelisgroup.in

Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

4. Termination:

Under this employment agreement you will have an option of terminating the employment. You may exercise this option by providing the Company thirty days written notice. During the period covered by the Minimum Notice (the Notice Period), you (i) shall remain employed by the Company and its Subsidiaries and (ii) shall not commence employment with any other employer or directly or indirectly induce or solicit any client of the Company or any of its subsidiaries to terminate or modify its relationship with any of them.

Your employment may, however, be terminated forthwith without notice or payment in lieu of notice should you be found guilty of any breach or neglect of any of the terms of this letter, or of any of the duties expressed or implied in this letter or any duties which may from time to time be assigned to you by the Employer.

Termination could also happen if back ground verification is not clear. Any termination or resignation happening within a year of joining the organization would lead to a deduction of back ground verification charges incurred which is done by a Third-party vendor.

In the event of the termination of your employment pursuant to this clause, you shall be paid all remuneration which may be due to you till the date of termination and such amount shall be received by you in full satisfaction and discharge of all claims and demands whatsoever which you may otherwise have against the Employer in connection or arising out of this letter or your employment hereunder but without prejudice to any claim the Employer may have against you arising out of any breach or non-performance by you of any of these obligations under this letter.

Upon the termination of your employment for whatever reason, you shall immediately deliver to the Employer all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Employer.

5. Representations and Warranties:

You represent and warrant to the Employer that: (1) you are free to enter into employment with the Employer without violation of any third party rights and that your employment with Employer will not result in a violation of any agreement or restrictive condition you may have with any third party including any former employer; (2) you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for Employer; (3) all information provided by you to the Employer, including information set forth in your resume, information provided during the interview process and information in any employment application, is truthful and accurate; and (4) you will not disclose to the Employer, or induce the Employer to use, any confidential or proprietary information or materials belonging to any third party, including any previous employers.

6. Confidentiality:

In the course of your work for the Employer, you are likely to become aware of information which is commercially sensitive or valuable to the Employer (and/or its group entities) concerning its organisation, marketing, finance or other affairs.

You are precluded from:

- Revealing any such information, directly or indirectly to anyone without express written authority of the Employer.



Fidelis
Services Redefined



Fidelis Corporate Solutions Pvt. Ltd.,

No. 357, "SAN DIEGO", 2nd Floor, 6th Main Road,
1st Block Koramangala, Bengaluru 560034,
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Phone : 080-41502234 / 36
Email : info@fidelisgroup.in
Website : www.fidelisgroup.in

CIN No - U74110KA2010PTC053482

- Using or attempting to use such information in any manner which may injure or cause loss either directly or indirectly to the Employer (and/or its Group Entities) or any of its / their business (es).

You also agree to keep confidential all matters pertaining to your salary, increases in salary, any bonuses, stock options you may be granted, etc. The obligation to keep information confidential continues even after termination of employment.

7. Non-compete:

Your position with the Employer requires considerable responsibility and trust. Relying on your undivided loyalty, the Employer expects to entrust to you highly sensitive confidential, restricted, and proprietary information involving the Employer business. It could prove very difficult to isolate this confidential information from business activities that you might consider pursuing after termination of your employment with the Employer, and in some instances, you may not be able to compete with the Employer in certain ways because of the risk that the Employer's confidential and proprietary information might be compromised. You are legally and ethically responsible for protecting and preserving Employer's confidential information and proprietary rights for use only for the Employer's benefit, and this responsibility may impose limitations on your ability to pursue certain business opportunities that might interest you during or after your employment.

8. Coverage of Mediclaim and Accidental Insurance:

You are covered under Group Medical Insurance and Accidental Insurance Policy while on duty, up to a maximum limit of Rs.100, 000/- and a sum of Rs.100,000/ - respectively per annum, subject to the terms and conditions of the Insurance Company.

9. Your salary is strictly confidential.

10. The offer is subject to satisfactory investigation of the following credentials produced by you at the time of joining.

- Proof of age;
- Entry Qualification Certificate(s);
- Salary and Services certificate(s) from the last employer.

11. All disputes are subject to Bangalore (Karnataka) Jurisdiction only

Other conditions of your engagement will be based on the rules in force and as modified from time to time.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms and conditions of employment and I Undertake to abide by the said terms and conditions.

Name:

Signature:

Date:



05th May 2020

Ref: iOPEX/RRF3803.CAN5874/7155

APPOINTMENT LETTER

Mr. MANISH K

Dear MANISH,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on June 01, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions




REGISTRAR

Annexure A: Compensation Details (Salary & applicable benefits)

Name: MANISH

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


REGISTRAR



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.


REGISTRAR 

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
 2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 3. Last three month's pay slip
 4. Relieving letter/Service certificate from the last three employer's as per applicability.
 5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
 6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
 7. PF Account No with the last employer as per applicability
 8. If Applicable Under ESI: One Post Card Size photo with nominee.
 9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.
- Note:** "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN5874/7273

APPOINTMENT LETTER

Ms.Kavya A

#793, bel White Square Apartment ,Flat No-a-205,Vidyaranyapura Main Road,vidyaranpura
Bangalore,Karnataka,560097.

Dear Kavya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on May 06, 2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

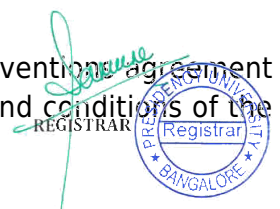
If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)


Name: Kavya A

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"



05th May 2020

Ref: iOPEX/RRF3803.CAN5911/7272

APPOINTMENT LETTER

Mr.Talank S
#87/1,2nd Main Road,2nd Cross Road,Balaji Layout, Vidyaranyapura
Bangalore,Karnataka,560097.

Dear Talank,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on May 06, 2020.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


REGISTRAR


For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.


REGISTRAR


7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification . Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

You will be required to sign a standard Proprietary Information and Invention agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Talank S

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	15,261	183132
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

- i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.


REGISTRAR


c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


REGISTRAR


Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.
7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.
8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.



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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company


REGISTRAR  Signature

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
 - Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"





OFFER LETTER

Mr. OZAIR NAWAZ SHARIFF Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 3, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.


REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. ~~DEAR SIVA KESHA~~ DEAR SIVA KESHA RIFF Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes


REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

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Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

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6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. ~~SUNIL KARANJANE~~ HASAD Date: Tuesday, June 30, 2020

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Sub Department: Mentoring
Employment Type: Regular
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4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. ~~SUNDESH KARANIK~~

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes


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Registrar
BANGALORE

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 3, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
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7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Fixed Term Employment Agreement

9 June 2020

Ms. Amrutha D

Dear Amrutha

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **11 June 2020 till 30 November 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 16000/-** per month. You may be eligible for an incentive pay based on the company's incentive structure and the targets achieved by you. The details of which shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

Taxes

1. All taxes, where applicable, will be to your account.


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Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728

Confidentiality & Invention

1. You shall treat all information imparted to you during your engagement with Cue Learn as confidential and shall not divulge the same directly or indirectly to any person or firm or organization.
2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the Company's exclusive property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

Other Conditions

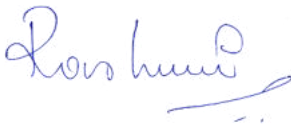
1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein



contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____



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Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
 - XIIth Std. Marks card
 - Graduation Degree
 - Graduation Marks Sheet
 - Post-Graduation Degree
 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.


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Fixed Term Employment Agreement

9 June 2020

Mr. Gautham V Nairy


Dear Gautham

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **11 June 2020 till 30 November 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 21000/-** per month. You may be eligible for an incentive pay based on the company's incentive structure and the targets achieved by you. The details of which shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

Taxes

1. All taxes, where applicable, will be to your account.


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Confidentiality & Invention

1. You shall treat all information imparted to you during your engagement with Cue Learn as confidential and shall not divulge the same directly or indirectly to any person or firm or organization.
2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the Company's exclusive property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

Other Conditions

1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein.

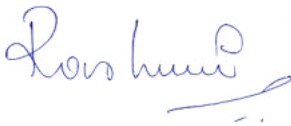
REGISTRAR 2



contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____



Registrar
PRESIDENCY UNIVERSITY
BANGALORE

Annexure -I

Compensation Structure

	Monthly
Fixed	21000
Total	21000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
 - XIIth Std. Marks card
 - Graduation Degree
 - Graduation Marks Sheet
 - Post-Graduation Degree
 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.


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Fixed Term Employment Agreement

9 June 2020

Mr. Shezhan Faraz


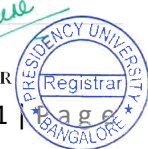
Dear Shezhan

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (BD team) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **11 June 2020 till 30 November 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 16000/-** per month. You may be eligible for an incentive pay based on the company's incentive structure and the targets achieved by you. The details of which shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

Taxes

1. All taxes, where applicable, will be to your account.


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Confidentiality & Invention

1. You shall treat all information imparted to you during your engagement with Cue Learn as confidential and shall not divulge the same directly or indirectly to any person or firm or organization.
2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the Company's exclusive property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

Other Conditions

1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein.

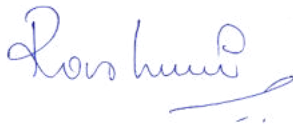
REGISTRAR 2



contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____



Registrar
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BANGALORE

Annexure -I

Compensation Structure

	Monthly
Fixed	15480
ESI	520
Total	16000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
3. Address proof (Photocopy)
4. Academic certificates (all):
 - Xth Std. Passing Certificate
 - Xth Std. Marks card
 - XIIth Std. Marks card
 - Graduation Degree
 - Graduation Marks Sheet
 - Post-Graduation Degree
 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.


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Fixed Term Employment Agreement

9 June 2020

Mr. Alan Anand


Dear Alan

We refer, to your application and subsequent interview you had with us. We are pleased to onboard you as a Fixed Term Employee (Business Development) with Cue Learn Private Limited at Bangalore on the following terms and conditions.

1. Your engagement with the Company shall be for a period of **6 months** with effect from **9 June 2020 till 9 December 2020**, At the end of the period, this arrangement will automatically stand terminated, unless renewed, specifically in writing.
2. You shall be paid an all-inclusive compensation amount of **Rs. 21000/-** per month. You may be eligible for an incentive pay based on the company's incentive structure and the targets achieved by you. The details of the same shall be communicated to you separately. The details of the same is mentioned in Annexure-I.
3. Your appointment is subject to (i) we finding you medically fit; and (ii) our verification of your credentials provided by you (refer **Annexure II**) and (iii) correctness of data provided by you.
4. Please note that by accepting the offer made to you in this letter, you agree to abide by the rules, by-laws and policies of the Company.

Taxes

1. All taxes, where applicable, will be to your account.


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2. You shall not, either during your engagement with the Company or thereafter, divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Company, clients, business partner or any of its dealings, transactions which come to your knowledge during your engagement, or use any of the same for your own benefit.
3. Any invention, improvement or design conceived by you while in our engagement which is within the existing or contemplated scope of the business of the Company shall become the Company's exclusive property for all countries.
4. On ceasing to be in the fixed term arrangement with the Company, you shall return forthwith all the properties of the Company that are entrusted during your fixed term arrangement with the Company.

Termination

1. This engagement can be terminated at any time by either party hereto giving a notice of 7 days.

Other Conditions

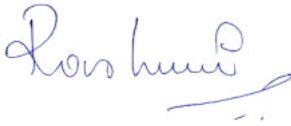
1. You shall devote your time and attention to the business of the Company to the best of your ability while carrying out your engagement and you shall not become interested or employed or otherwise concerned at any time directly or indirectly with any other business which is likely to create conflict of interest with that of the Company.
2. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your engagement or any of its stipulates herein.

REGISTRAR 2


contained, Cue Learn shall, without prejudice to any of its rights under the terms herein be entitled to terminate your contractual engagement forthwith without notice or payment in lieu of notice and to deduct from your fees or other emoluments, if any, then due to you, the amount of loss Cue Learn may have sustained.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us.

For Cue Learn Pvt. Ltd.



Ms. Rashmi K C
(Head – HR)

I accept the offer with the Company on the terms and conditions set out in this letter.

Full Name: _____

Signature: _____

Date: _____

Place: _____



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Annexure -I

Compensation Structure

	Monthly
Fixed	21000
Total	21000

Note: The Compensation is subject to Professional Tax and Income Tax deductions as per statutory requirements

Annexure -II

Documents to be submitted at the time of joining

1. Two passport size photograph
2. Pan Card (Photocopy)
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4. Academic certificates (all):
 - Xth Std. Passing Certificate
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 - Graduation Degree
 - Graduation Marks Sheet
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 - Post-Graduation Marks cards
 - Any other relevant certificate (if any)
 - Previous employment Experience/Reliving letter.


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Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728



OFFER LETTER

Mr. ~~SUNDEEP KARANBATH~~ HASAD Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 3, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.


REGISTRAR
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Registrar
BANGALORE

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
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3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
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Registrar
BANGALORE



OFFER LETTER

Mr. Jibin Raju

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 3, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


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EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

Mr. Shaik Abdul Faheem
s.abdulfaheem3897@gmail.com
+91 89193 45907
University Roll No: 2016CVE106

Address: SHAIK ABDUL FAHEEM, S/o SHAIK KHAJA RUKNUDDIN, H.NO:-1-3-285/37,SUKH SHANTI NAGAR, ASHAPUR ROAD, RAICHUR(584101), DIST.(RAICHUR), KARNATAKA and Presidency University Rajankunte, Yelahanka, Bangalore - 560064

Dear Shaik,

First of all, Welcome to Eine Milliard Infra and Technology Private Limited. You have been selected for an apprenticeship. Congratulations.

This is a provisional offer of apprenticeship prior to internship for a period of 2 months for the position of **“Entrepreneur in Residence” with effect from date 01-09-2020**. Following is the timeline of progress you could expect to make with us.

- During the course of apprenticeship, you will be trained on various business roles like sales, marketing, operations, vendor development, business operations, business development etc.
- Post the apprenticeship, your performance in terms of ability to learn & adapt, punctuality, commitment, & involvement in the tasks assigned, will be evaluated and upon satisfaction, your position shall be confirmed as EIR for the next 4 months.
- This contract will be binding upon you. Your pay during apprenticeship & in EIR program will be INR 10,000/- and regular pay post the completion of EIR programme will be 3.00 LPA.

We believe that every individual is special and unique and so we don't pre-determine or judge anyone's ability and worth. Instead, we offer people a fair chance to learn and prove themselves. That's exactly the philosophy behind our apprenticeships & EIR programme.

We wish you a wonderful career journey.

Regards,
Bhupinder

For Eine Milliard Infra & Technology Pvt. Ltd.


Director


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EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

P.S: However, if you're willing to utilize your leisure time during the Covid-19 lockdown, work-from-home period, you can contact the undersigned for some part-time assignments - which will help you to have an extra edge over other candidates as once you join full-time post COVID, your induction will be almost complete and you would have also gained knowledge on certain business concepts, before you onboard with us.

APPENDIX A

NON DISCLOSURE AGREEMENT OBLIGATIONS UNDER THE EMPLOYMENT

The following additional material terms and conditions of this employment are incorporated into the Agreement to which this Appendix A is attached. The Company and you hereby agree to be bound by these terms to the same degree and manner as all terms of the Agreement.

A1. No Conflict of Interest

- a. You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company.
- b. You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence, or in Company prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others. You further agree to confirm the rules and regulations of the Company.
- c. During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company's or which in any way otherwise compete with the Company. While you are employed by the Company, you also agree not to become a director of any company or business, without the Company's written consent. You agree that you will also adhere to all the Company's standards and places in effect from time to time. If you ever have any questions about these standards or policies, you will discuss them openly with your manager or with the Human Resources Department.
- d. You are required to devote your full-time attention and abilities to your duties with the company during working hours, and to act in the Company's best interest at all times. You must not be



EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

in any way directly or indirectly employed, engaged, concerned or interested in any other business, undertaking or organization without the prior written permission of the Company.

A2. Confidential information

a. Confidential Information includes without limitation: Company's trade secrets, software, technology, know-how, ideas techniques, inventions (whether patentable or not), works of authorship, formulas, business and product development plans, customers lists, names and information regarding Company's clients, and prospective clients, financial information, fee and pricing structures, sales and marketing plans, research and development activities and all other materials and information concerning Company's business and its conduct which the Company treats as confidential and which is not generally known to others.

b. You agree and acknowledge that you have an absolute duty, both during and after your employment, to maintain and safeguard, the Confidential Information of the Company which you are entrusted with or exposed to during your employment with the Company. You agree that the Confidential Information is the property of the Company and you will hold it in trust for the Company's benefit. You may be required to sign additional documents which record this commitment on your part.


c. You agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement.

d. You agree that during your employment by the Company, you will not remove any Company documents and materials from the business premises of the Company or deliver any Company documents and materials to any person or entity outside the Company, except as you are required to do in connection with performing the duties of your employment.

A3. Upon the termination of your employment (for whatever reason and howsoever arising)

a. Upon termination of employment and thereafter, you will not use Confidential Information as defined herein, for your benefit or disclose it to any others without the Company's prior written permission.

b. You agree to deliver rumply to the Company, at the Company Offices in India, as at the time established, all manuals, tapes, disks, letters, products and product samples, equipment, lists, notes, business records,, and all other material which contain or relate to Confidential Information.

Sanne
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c. You agree that the Company's the right to withhold payments due to you or take other action permitted under the laws of India to insure the protection and return to the Company of such property as described in this section.

A4. Disclosure of Inventions to the Company

a. You will promptly disclose in writing to your immediate manager or to such other person designated by the company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, business methods whether or not patentable, made or discovered or conceived or reduced to practice or developed by you, either alone or jointly with others during the term of your employment.

b. You will also disclose to the Company all inventions made, discovered, conceived, reduced to practice, or developed by you within six (6) months after the termination of your employment with the Company which resulted, in whole or in part, from your employment by the Company. Such disclosures will be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to Paragraph A4 below and do not extend the assignment made in Paragraph A4 below.

c. You irrevocably appoint the Company to be your attorney in your name and on your behalf to sign, execute or do any instrument or thing, and generally to use your name for the purpose of giving the Company in relation to any Inventions which are property of the Company by virtue of this Paragraph A4.

d. All rights under this Paragraph 14 in respect of Inventions made or discovered by you during your employment will continue in full force and effect after the termination of your employment and will be binding on your personal representative.

A5. Assignment of Inventions to the Company

You agree that all inventions which you make, discover, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during your employment will be the sole property of the Company to the maximum extent permitted by the laws of India or the laws of the jurisdiction in which the Company may seek to enforce its rights.

A6. Works Made for Hire

The Company will be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademarks rights and all other intellectual property or other rights in connection with Inventions that



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are the sole property of the Company. You further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship are “works made for hire” for purposes of the Company’s rights under copyright laws. You hereby assign to the Company any and all rights, title and interest you or in which you have interest, the Company any and all rights, title and interest you may have or acquire in such Inventions. If in the course your employment with the Company, you incorporate in to a Company product, process or machine a prior Invention owned by you or in which you have interest, the Company is hereby granted and will have a exclusive, royalty-free, irrevocable worksite licence to make, have made, modify, use , market, sell and distribute such prior Invention as part of or in connection with such product, process or machine. The Company will have the power to grant such assignments or sub-licenses of the said worldwide license as it will in its sole discretion deem fit.

A7. Non-competition

a. You agree that, for a period of twelve months following termination of your employment with the Company, you will not within India or the Pacific Rim, whether-as an employee, sole proprietors, partners, shareholder, or otherwise, engage in any business which would be competitive with the Company’s activities, or involve in any way the products, techniques, services by the Company or that the Company offers to clients. You further agree that during this period you will not engage in the solicitation of business of the same or similar nature to that of the Company from any individual, firm or company who was a customer of the Company during the last twelve months of your employment with whom you had direct contact professionally.

b. You agree and acknowledge that it is reasonable and fair that the Company’s business interests in this geographic market are protected through this restriction against competition.

B)You agree and acknowledge that it is reasonable and fair that the Company’s business interest in this geographic market are protected through this restriction against competition

c. The Company will treat any request that you may send to the Company, seeking a waiver of this no-competition covenant in a fair manner so as not to create an undue burden on you while adequately rotating the Company’s interests.

A8. Clients

For purposes of this Agreement, “Client” means any person or organisation which within two years preceding the date of the termination of your employment, has received a proposal or bid from the Company, or has received products or services from the Company, with or without charges.

Sanne
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E. You will not contact any of the company's clients for the next 24 months for any business related to our nature of the business or use any of our contacts for any other purpose, without the written permission of the company.

A9. Non-solicitation of Employees

You also agree that during your employment with the Company and for one year thereafter you will not contact or provide any assistance to any other person or organization which seeks to contact any of the Company's employees for the purpose of soliciting, inducing or attempting to induce any of the Company's employee to terminate employment with the Company.

The Company and you acknowledge your acceptance and understanding of these additional material terms and conditions of this employment, which are hereby incorporated into the Agreement, by our respective signatures below.

AGREED AND EXECUTED BY:

For Eine Milliard Infra and Technology Pvt. Ltd.

For Eine Milliard Infra & Technology Pvt. Ltd.



Director

Bhupinder Nayyar

DIRECTOR

Date: 16th July 2020

AGREED AND EXECUTED BY: Shaik Abdul Faheem

University Roll No: 2016CVE106

Signature:

Date:



REGISTRAR



Presidency University
Registrar
BANGALORE

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

Ms. Preeti Kumari
preetikumarimourya1998@gmail.com
+91 91480 78018
University Roll No: 2016EEE004

Address: PREETI KUMARI,
Presidency University Rajankunte, Yelahanka, Bangalore - 560064

Dear Preeti,

First of all, Welcome to Eine Milliard Infra and Technology Private Limited. You have been selected for an apprenticeship. Congratulations.

This is a provisional offer of apprenticeship prior to internship for a period of 2 months for the position of **“Entrepreneur in Residence” with effect from date 01-09-2020**. Following is the timeline of progress you could expect to make with us.

- During the course of apprenticeship, you will be trained on various business roles like sales, marketing, operations, vendor development, business operations, business development etc.
- Post the apprenticeship, your performance in terms of ability to learn & adapt, punctuality, commitment, & involvement in the tasks assigned, will be evaluated and upon satisfaction, your position shall be confirmed as EIR for the next 4 months.
- This contract will be binding upon you. Your pay during apprenticeship & in EIR program will be INR 10,000/- and regular pay post the completion of EIR programme will be 3.00 LPA

We believe that every individual is special and unique and so we don't pre-determine or judge anyone's ability and worth. Instead, we offer people a fair chance to learn and prove themselves. That's exactly the philosophy behind our apprenticeships & EIR programme.

We wish you a wonderful career journey.

Regards,
Bhupinder

For Eine Milliard Infra & Technology Pvt. Ltd.


Director
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

P.S: However, if you're willing to utilize your leisure time during the Covid-19 lockdown, work-from-home period, you can contact the undersigned for some part-time assignments - which will help you to have an extra edge over other candidates as once you join full-time post COVID, your induction will be almost complete and you would have also gained knowledge on certain business concepts, before you onboard with us.

APPENDIX A

NON DISCLOSURE AGREEMENT OBLIGATIONS UNDER THE EMPLOYMENT

The following additional material terms and conditions of this employment are incorporated into the Agreement to which this Appendix A is attached. The Company and you hereby agree to be bound by these terms to the same degree and manner as all terms of the Agreement.

A1. No Conflict of Interest

- a. You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company.
- b. You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence, or in Company prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others. You further agree to confirm the rules and regulations of the Company.
- c. During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company's or which in any way otherwise compete with the Company. While you are employed by the Company, you also agree not to become a director of any company or business, without the Company's written consent. You agree that you will also adhere to all the Company's standards and places in effect from time to time. If you ever have any questions about these standards or policies, you will discuss them openly with your manager or with the Human Resources Department.


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d. You are required to devote your full-time attention and abilities to your duties with the company during working hours, and to act in the Company's best interest at all times. You must not be in any way directly or indirectly employed, engaged, concerned or interested in any other business, undertaking or organization without the prior written permission of the Company.

A2. Confidential information

a. Confidential Information includes without limitation: Company's trade secrets, software, technology, know-how, ideas techniques, inventions (whether patentable or not), works of authorship, formulas, business and product development plans, customers lists, names and information regarding Company's clients, and prospective clients, financial information, fee and pricing structures, sales and marketing plans, research and development activities and all other materials and information concerning Company's business and its conduct which the Company treats as confidential and which is not generally known to others.

b. You agree and acknowledge that you have an absolute duty, both during and after your employment, to maintain and safeguard, the Confidential Information of the Company which you are entrusted with or exposed to during your employment with the Company. You agree that the Confidential Information is the property of the Company and you will hold it in trust for the Company's benefit. You may be required to sign additional documents which record this commitment on your part.

c. You agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement.

d. You agree that during your employment by the Company, you will not remove any Company documents and materials from the business premises of the Company or deliver any Company documents and materials to any person or entity outside the Company, except as you are required to do in connection with performing the duties of your employment.

A3. Upon the termination of your employment (for whatever reason and howsoever arising)

a. Upon termination of employment and thereafter, you will not use Confidential Information as defined herein, for your benefit or disclose it to any others without the Company's prior written permission.

b. You agree to deliver rumply to the Company, at the Company Offices in India, as at the time established, all manuals, tapes, disks, letters, products and product samples, equipment, lists, notes, business records,, and all other material which contain or relate to Confidential Information.



EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

c. You agree that the Company's the right to withhold payments due to you or take other action permitted under the laws of India to insure the protection and return to the Company of such property as described in this section.

A4. Disclosure of Inventions to the Company

a. You will promptly disclose in writing to your immediate manager or to such other person designated by the company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, business methods whether or not patentable, made or discovered or conceived or reduced to practice or developed by you, either alone or jointly with others during the term of your employment.

b. You will also disclose to the Company all inventions made, discovered, conceived, reduced to practice, or developed by you within six (6) months after the termination of your employment with the Company which resulted, in whole or in part, from your employment by the Company. Such disclosures will be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to Paragraph A4 below and do not extend the assignment made in Paragraph A4 below.

c. You irrevocably appoint the Company to be your attorney in your name and on your behalf to sign, execute or do any instrument or thing, and generally to use your name for the purpose of giving the Company in relation to any Inventions which are property of the Company by virtue of this Paragraph A4.

d. All rights under this Paragraph 14 in respect of Inventions made or discovered by you during your employment will continue in full force and effect after the termination of your employment and will be binding on your personal representative.

A5. Assignment of Inventions to the Company

You agree that all inventions which you make, discover, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during your employment will be the sole property of the Company to the maximum extent permitted by the laws of India or the laws of the jurisdiction in which the Company may seek to enforce its rights.

A6. Works Made for Hire

The Company will be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademarks rights and all other intellectual property or other rights in connection with Inventions that



EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED


are the sole property of the Company. You further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship are “works made for hire” for purposes of the Company’s rights under copyright laws. You hereby assign to the Company any and all rights, title and interest you or in which you have interest, the Company any and all rights, title and interest you may have or acquire in such Inventions. If in the course your employment with the Company, you incorporate in to a Company product, process or machine a prior Invention owned by you or in which you have interest, the Company is hereby granted and will have a exclusive, royalty-free, irrevocable worksite licence to make, have made, modify, use , market, sell and distribute such prior Invention as part of or in connection with such product, process or machine. The Company will have the power to grant such assignments or sub-licenses of the said worldwide license as it will in its sole discretion deem fit.

A7. Non-competition

- a. You agree that, for a period of twelve months following termination of your employment with the Company, you will not within India or the Pacific Rim, whether-as an employee, sole proprietors, partners, shareholder, or otherwise, engage in any business which would be competitive with the Company’s activities, or involve in any way the products, techniques, services by the Company or that the Company offers to clients. You further agree that during this period you will not engage in the solicitation of business of the same or similar nature to that of the Company from any individual, firm or company who was a customer of the Company during the last twelve months of your employment with whom you had direct contact professionally.
- b. You agree and acknowledge that it is reasonable and fair that the Company’s business interests in this geographic market are protected through this restriction against competition.
B)You agree and acknowledge that it is reasonable and fair that the Company’s business interest in this geographic market are protected through this restriction against competition
- c. The Company will treat any request that you may send to the Company, seeking a waiver of this no-competition covenant in a fair manner so as not to create an undue burden on you while adequately rotating the Company’s interests.

A8. Clients

For purposes of this Agreement, “Client” means any person or organisation which within two years preceding the date of the termination of your employment, has received a proposal or bid from the Company, or has received products or services from the Company, with or without charges.

Sanne
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EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

E. You will not contact any of the company's clients for the next 24 months for any business related to our nature of the business or use any of our contacts for any other purpose, without the written permission of the company.

A9. Non-solicitation of Employees

You also agree that during your employment with the Company and for one year thereafter you will not contact or provide any assistance to any other person or organization which seeks to contact any of the Company's employees for the purpose of soliciting, inducing or attempting to induce any of the Company's employee to terminate employment with the Company.

The Company and you acknowledge your acceptance and understanding of these additional material terms and conditions of this employment, which are hereby incorporated into the Agreement, by our respective signatures below.

AGREED AND EXECUTED BY:

For Eine Milliard Infra and Technology Pvt. Ltd.

For Eine Milliard Infra & Technology Pvt. Ltd.



Director

Bhupinder Nayyar

DIRECTOR

Date: 16th July 2020

AGREED AND EXECUTED BY: Preeti Kumari

University Roll No: 2016EEE004

Signature:

Date:



REGISTRAR



Presidency University
Registrar
BANGALORE

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

Ms. Abdul Nasir
nasirathoor999@gmail.com
+91-8747916423
University Roll No: 2016MEE027

Address: Abdul Nasir,
Presidency University Rajankunte, Yelahanka, Bangalore - 560064

Dear Abdul Nasir,

First of all, Welcome to Eine Milliard Infra and Technology Private Limited. You have been selected for an apprenticeship. Congratulations.

This is a provisional offer of apprenticeship prior to internship for a period of 2 months for the position of **“Entrepreneur in Residence” with effect from date 01-09-2020**. Following is the timeline of progress you could expect to make with us.

- During the course of apprenticeship, you will be trained on various business roles like sales, marketing, operations, vendor development, business operations, business development etc.
- Post the apprenticeship, your performance in terms of ability to learn & adapt, punctuality, commitment, & involvement in the tasks assigned, will be evaluated and upon satisfaction, your position shall be confirmed as EIR for the next 4 months.
- This contract will be binding upon you. Your pay during apprenticeship & in EIR program will be INR 10,000/- and regular pay post the completion of EIR programme will be 3.00 LPA.

We believe that every individual is special and unique and so we don't pre-determine or judge anyone's ability and worth. Instead, we offer people a fair chance to learn and prove themselves. That's exactly the philosophy behind our apprenticeships & EIR programme.

We wish you a wonderful career journey.

Regards,
Bhupinder

For Eine Milliard Infra & Technology Pvt. Ltd.


Director


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A1. No Conflict of Interest

- a. You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company.
- b. You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence, or in Company prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others. You further agree to confirm the rules and regulations of the Company.
- c. During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company's or which in any way otherwise compete with the Company. While you are employed by the Company, you also agree not to become a director of any company or business, without the Company's written consent. You agree that you will also adhere to all the Company's standards and places in effect from time to time. If you ever have any questions about these standards or policies, you will discuss them openly with your manager or with the Human Resources Department.


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d. You are required to devote your full-time attention and abilities to your duties with the company during working hours, and to act in the Company's best interest at all times. You must not be in any way directly or indirectly employed, engaged, concerned or interested in any other business, undertaking or organization without the prior written permission of the Company.

A2. Confidential information

a. Confidential Information includes without limitation: Company's trade secrets, software, technology, know-how, ideas techniques, inventions (whether patentable or not), works of authorship, formulas, business and product development plans, customers lists, names and information regarding Company's clients, and prospective clients, financial information, fee and pricing structures, sales and marketing plans, research and development activities and all other materials and information concerning Company's business and its conduct which the Company treats as confidential and which is not generally known to others.

b. You agree and acknowledge that you have an absolute duty, both during and after your employment, to maintain and safeguard, the Confidential Information of the Company which you are entrusted with or exposed to during your employment with the Company. You agree that the Confidential Information is the property of the Company and you will hold it in trust for the Company's benefit. You may be required to sign additional documents which record this commitment on your part.

c. You agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement.

d. You agree that during your employment by the Company, you will not remove any Company documents and materials from the business premises of the Company or deliver any Company documents and materials to any person or entity outside the Company, except as you are required to do in connection with performing the duties of your employment.

A3. Upon the termination of your employment (for whatever reason and howsoever arising)

a. Upon termination of employment and thereafter, you will not use Confidential Information as defined herein, for your benefit or disclose it to any others without the Company's prior written permission.

b. You agree to deliver rumply to the Company, at the Company Offices in India, as at the time established, all manuals, tapes, disks, letters, products and product samples, equipment, lists, notes, business records,, and all other material which contain or relate to Confidential Information.



EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

c. You agree that the Company's the right to withhold payments due to you or take other action permitted under the laws of India to insure the protection and return to the Company of such property as described in this section.

A4. Disclosure of Inventions to the Company

a. You will promptly disclose in writing to your immediate manager or to such other person designated by the company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, business methods whether or not patentable, made or discovered or conceived or reduced to practice or developed by you, either alone or jointly with others during the term of your employment.

b. You will also disclose to the Company all inventions made, discovered, conceived, reduced to practice, or developed by you within six (6) months after the termination of your employment with the Company which resulted, in whole or in part, from your employment by the Company. Such disclosures will be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to Paragraph A4 below and do not extend the assignment made in Paragraph A4 below.

c. You irrevocably appoint the Company to be your attorney in your name and on your behalf to sign, execute or do any instrument or thing, and generally to use your name for the purpose of giving the Company in relation to any Inventions which are property of the Company by virtue of this Paragraph A4.

d. All rights under this Paragraph 14 in respect of Inventions made or discovered by you during your employment will continue in full force and effect after the termination of your employment and will be binding on your personal representative.

A5. Assignment of Inventions to the Company

You agree that all inventions which you make, discover, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during your employment will be the sole property of the Company to the maximum extent permitted by the laws of India or the laws of the jurisdiction in which the Company may seek to enforce its rights.

A6. Works Made for Hire

The Company will be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademarks rights and all other intellectual property or other rights in connection with Inventions that



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are the sole property of the Company. You further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship are “works made for hire” for purposes of the Company’s rights under copyright laws. You hereby assign to the Company any and all rights, title and interest you or in which you have interest, the Company any and all rights, title and interest you may have or acquire in such Inventions. If in the course your employment with the Company, you incorporate in to a Company product, process or machine a prior Invention owned by you or in which you have interest, the Company is hereby granted and will have a exclusive, royalty-free, irrevocable worksite licence to make, have made, modify, use , market, sell and distribute such prior Invention as part of or in connection with such product, process or machine. The Company will have the power to grant such assignments or sub-licenses of the said worldwide license as it will in its sole discretion deem fit.

A7. Non-competition

a. You agree that, for a period of twelve months following termination of your employment with the Company, you will not within India or the Pacific Rim, whether-as an employee, sole proprietors, partners, shareholder, or otherwise, engage in any business which would be competitive with the Company’s activities, or involve in any way the products, techniques, services by the Company or that the Company offers to clients. You further agree that during this period you will not engage in the solicitation of business of the same or similar nature to that of the Company from any individual, firm or company who was a customer of the Company during the last twelve months of your employment with whom you had direct contact professionally.

b. You agree and acknowledge that it is reasonable and fair that the Company’s business interests in this geographic market are protected through this restriction against competition.

B)You agree and acknowledge that it is reasonable and fair that the Company’s business interest in this geographic market are protected through this restriction against competition

c. The Company will treat any request that you may send to the Company, seeking a waiver of this no-competition covenant in a fair manner so as not to create an undue burden on you while adequately rotating the Company’s interests.

A8. Clients

For purposes of this Agreement, “Client” means any person or organisation which within two years preceding the date of the termination of your employment, has received a proposal or bid from the Company, or has received products or services from the Company, with or without charges.

Sanne
REGISTRAR


EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

E. You will not contact any of the company's clients for the next 24 months for any business related to our nature of the business or use any of our contacts for any other purpose, without the written permission of the company.

A9. Non-solicitation of Employees

You also agree that during your employment with the Company and for one year thereafter you will not contact or provide any assistance to any other person or organization which seeks to contact any of the Company's employees for the purpose of soliciting, inducing or attempting to induce any of the Company's employee to terminate employment with the Company.

The Company and you acknowledge your acceptance and understanding of these additional material terms and conditions of this employment, which are hereby incorporated into the Agreement, by our respective signatures below.

AGREED AND EXECUTED BY:

For Eine Milliard Infra and Technology Pvt. Ltd.

For Eine Milliard Infra & Technology Pvt. Ltd.



Director

Bhupinder Nayyar

DIRECTOR

Date: 16th July 2020

AGREED AND EXECUTED BY: Abdul Nasir

University Roll No: 2016MEE027

Signature:

Date:



REGISTRAR

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

Ms. Syed Junaid
junaid007aj@gmail.com
+91-9538494059
University Roll No: 2016MEE111

Address: Syed Junaid,
Presidency University Rajankunte, Yelahanka, Bangalore - 560064

Dear Syed Junaid,

First of all, Welcome to Eine Milliard Infra and Technology Private Limited. You have been selected for an apprenticeship. Congratulations.

This is a provisional offer of apprenticeship prior to internship for a period of 2 months for the position of **“Entrepreneur in Residence” with effect from date 01-09-2020**. Following is the timeline of progress you could expect to make with us.

- During the course of apprenticeship, you will be trained on various business roles like sales, marketing, operations, vendor development, business operations, business development etc.
- Post the apprenticeship, your performance in terms of ability to learn & adapt, punctuality, commitment, & involvement in the tasks assigned, will be evaluated and upon satisfaction, your position shall be confirmed as EIR for the next 4 months.
- This contract will be binding upon you. Your pay during apprenticeship & in EIR program will be INR 10,000/- and regular pay post the completion of EIR programme will be 3.00 LPA.

We believe that every individual is special and unique and so we don't pre-determine or judge anyone's ability and worth. Instead, we offer people a fair chance to learn and prove themselves. That's exactly the philosophy behind our apprenticeships & EIR programme.

We wish you a wonderful career journey.

Regards,
Bhupinder

For Eine Milliard Infra & Technology Pvt. Ltd.


Director
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

P.S: However, if you're willing to utilize your leisure time during the Covid-19 lockdown, work-from-home period, you can contact the undersigned for some part-time assignments - which will help you to have an extra edge over other candidates as once you join full-time post COVID, your induction will be almost complete and you would have also gained knowledge on certain business concepts, before you onboard with us.

APPENDIX A

NON DISCLOSURE AGREEMENT OBLIGATIONS UNDER THE EMPLOYMENT

The following additional material terms and conditions of this employment are incorporated into the Agreement to which this Appendix A is attached. The Company and you hereby agree to be bound by these terms to the same degree and manner as all terms of the Agreement.

A1. No Conflict of Interest

- a. You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company.
- b. You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence, or in Company prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others. You further agree to confirm the rules and regulations of the Company.
- c. During your employment with the Company, you agree not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company's or which in any way otherwise compete with the Company. While you are employed by the Company, you also agree not to become a director of any company or business, without the Company's written consent. You agree that you will also adhere to all the Company's standards and places in effect from time to time. If you ever have any questions about these standards or policies, you will discuss them openly with your manager or with the Human Resources Department.


REGISTRAR 

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

d. You are required to devote your full-time attention and abilities to your duties with the company during working hours, and to act in the Company's best interest at all times. You must not be in any way directly or indirectly employed, engaged, concerned or interested in any other business, undertaking or organization without the prior written permission of the Company.

A2. Confidential information

a. Confidential Information includes without limitation: Company's trade secrets, software, technology, know-how, ideas techniques, inventions (whether patentable or not), works of authorship, formulas, business and product development plans, customers lists, names and information regarding Company's clients, and prospective clients, financial information, fee and pricing structures, sales and marketing plans, research and development activities and all other materials and information concerning Company's business and its conduct which the Company treats as confidential and which is not generally known to others.

b. You agree and acknowledge that you have an absolute duty, both during and after your employment, to maintain and safeguard, the Confidential Information of the Company which you are entrusted with or exposed to during your employment with the Company. You agree that the Confidential Information is the property of the Company and you will hold it in trust for the Company's benefit. You may be required to sign additional documents which record this commitment on your part.

c. You agree to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Agreement.

d. You agree that during your employment by the Company, you will not remove any Company documents and materials from the business premises of the Company or deliver any Company documents and materials to any person or entity outside the Company, except as you are required to do in connection with performing the duties of your employment.

A3. Upon the termination of your employment (for whatever reason and howsoever arising)

a. Upon termination of employment and thereafter, you will not use Confidential Information as defined herein, for your benefit or disclose it to any others without the Company's prior written permission.

b. You agree to deliver rumply to the Company, at the Company Offices in India, as at the time established, all manuals, tapes, disks, letters, products and product samples, equipment, lists, notes, business records,, and all other material which contain or relate to Confidential Information.



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c. You agree that the Company's the right to withhold payments due to you or take other action permitted under the laws of India to insure the protection and return to the Company of such property as described in this section.

A4. Disclosure of Inventions to the Company

a. You will promptly disclose in writing to your immediate manager or to such other person designated by the company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship, trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, business methods whether or not patentable, made or discovered or conceived or reduced to practice or developed by you, either alone or jointly with others during the term of your employment.

b. You will also disclose to the Company all inventions made, discovered, conceived, reduced to practice, or developed by you within six (6) months after the termination of your employment with the Company which resulted, in whole or in part, from your employment by the Company. Such disclosures will be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to Paragraph A4 below and do not extend the assignment made in Paragraph A4 below.

c. You irrevocably appoint the Company to be your attorney in your name and on your behalf to sign, execute or do any instrument or thing, and generally to use your name for the purpose of giving the Company in relation to any Inventions which are property of the Company by virtue of this Paragraph A4.

d. All rights under this Paragraph 14 in respect of Inventions made or discovered by you during your employment will continue in full force and effect after the termination of your employment and will be binding on your personal representative.

A5. Assignment of Inventions to the Company

You agree that all inventions which you make, discover, conceive, reduce to practice or develop (in whole or in part, either alone or jointly with others) during your employment will be the sole property of the Company to the maximum extent permitted by the laws of India or the laws of the jurisdiction in which the Company may seek to enforce its rights.

A6. Works Made for Hire

The Company will be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademarks rights and all other intellectual property or other rights in connection with Inventions that



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are the sole property of the Company. You further acknowledge and agree that such Inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship are “works made for hire” for purposes of the Company’s rights under copyright laws. You hereby assign to the Company any and all rights, title and interest you or in which you have interest, the Company any and all rights, title and interest you may have or acquire in such Inventions. If in the course your employment with the Company, you incorporate in to a Company product, process or machine a prior Invention owned by you or in which you have interest, the Company is hereby granted and will have a exclusive, royalty-free, irrevocable worksite licence to make, have made, modify, use , market, sell and distribute such prior Invention as part of or in connection with such product, process or machine. The Company will have the power to grant such assignments or sub-licenses of the said worldwide license as it will in its sole discretion deem fit.

A7. Non-competition

a. You agree that, for a period of twelve months following termination of your employment with the Company, you will not within India or the Pacific Rim, whether-as an employee, sole proprietors, partners, shareholder, or otherwise, engage in any business which would be competitive with the Company’s activities, or involve in any way the products, techniques, services by the Company or that the Company offers to clients. You further agree that during this period you will not engage in the solicitation of business of the same or similar nature to that of the Company from any individual, firm or company who was a customer of the Company during the last twelve months of your employment with whom you had direct contact professionally.

b. You agree and acknowledge that it is reasonable and fair that the Company’s business interests in this geographic market are protected through this restriction against competition.

B)You agree and acknowledge that it is reasonable and fair that the Company’s business interest in this geographic market are protected through this restriction against competition

c. The Company will treat any request that you may send to the Company, seeking a waiver of this no-competition covenant in a fair manner so as not to create an undue burden on you while adequately rotating the Company’s interests.

A8. Clients

For purposes of this Agreement, “Client” means any person or organisation which within two years preceding the date of the termination of your employment, has received a proposal or bid from the Company, or has received products or services from the Company, with or without charges.

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

EINE MILLIARD INFRA AND TECHNOLOGY PRIVATE LIMITED

E. You will not contact any of the company's clients for the next 24 months for any business related to our nature of the business or use any of our contacts for any other purpose, without the written permission of the company.

A9. Non-solicitation of Employees

You also agree that during your employment with the Company and for one year thereafter you will not contact or provide any assistance to any other person or organization which seeks to contact any of the Company's employees for the purpose of soliciting, inducing or attempting to induce any of the Company's employee to terminate employment with the Company.

The Company and you acknowledge your acceptance and understanding of these additional material terms and conditions of this employment, which are hereby incorporated into the Agreement, by our respective signatures below.

AGREED AND EXECUTED BY:

For Eine Milliard Infra and Technology Pvt. Ltd.

For Eine Milliard Infra & Technology Pvt. Ltd.



Director

Bhupinder Nayyar

DIRECTOR

Date: 16th July 2020

AGREED AND EXECUTED BY: Syed Junaid

University Roll No: 2016MEE111

Signature:

Date:



REGISTRAR



Presidency University
Registrar
BANGALORE



ECO GREEN FUELS

LETTER OF OFFER

Dear Suprith Darius Soans,

Date: 21st July 2020

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 17th August 2020.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 17th August 2020 onwards.
3. You will be under probationary period for six months from the date of joining.
4. You will be entitled to receive INR 12,000/- as a net payment per month and will be given basic accommodation facility. You will not be eligible for any other benefits of the company during the probation period.
5. You will not be entitled to avail any leaves during probationary period, any emergency or health related issues, you are required to seek permission from your reporting manager through formal email.
6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards

sd/-

Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899



Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area,
Bangalore 560058 INDIA E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in

Jane
REGISTRAR





ECO GREEN FUELS

LETTER OF OFFER

Dear Althamas Yaseer,

Date: 21st July 2020

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 17th August 2020.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 17th August 2020 onwards.
3. You will be under probationary period for six months from the date of joining.
4. You will be entitled to receive INR 12,000/- as a net payment per month and will be given basic accommodation facility. You will not be eligible for any other benefits of the company during the probation period.
5. You will not be entitled to avail any leaves during probationary period, any emergency or health related issues, you are required to seek permission from your reporting manager through formal email.
6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards

sd/-

Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899



Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area,
Bangalore 560058 INDIA E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in

Jane
REGISTRAR





ECO GREEN FUELS

LETTER OF OFFER

Dear Aman mehdi,

Date: 21st July 2020

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 17th August 2020.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 17th August 2020 onwards.
3. You will be under probationary period for six months from the date of joining.
4. You will be entitled to receive INR 12,000/- as a net payment per month and will be given basic accommodation facility. You will not be eligible for any other benefits of the company during the probation period.
5. You will not be entitled to avail any leaves during probationary period, any emergency or health related issues, you are required to seek permission from your reporting manager through formal email.
6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards

sd/-

Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899



Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area,
Bangalore 560058 INDIA E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in

Jane
REGISTRAR





ECO GREEN FUELS

LETTER OF OFFER

Dear Satyam Sonawane,

Date: 21st July 2020

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 17th August 2020.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 17th August 2020 onwards.
3. You will be under probationary period for six months from the date of joining.
4. You will be entitled to receive INR 12,000/- as a net payment per month and will be given basic accommodation facility. You will not be eligible for any other benefits of the company during the probation period.
5. You will not be entitled to avail any leaves during probationary period, any emergency or health related issues, you are required to seek permission from your reporting manager through formal email.
6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards
sd/-

Julesh Bantia
Founder & CEO
Eco Green Fuels Pvt. Ltd.
Cell.: +91 9886082899



Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area,
Bangalore 560058 INDIA E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in

Jane
REGISTRAR





ECO GREEN FUELS

LETTER OF OFFER

Dear Vishwaradhya V Patel,

Date: 21st July 2020

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 17th August 2020.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 17th August 2020 onwards.
3. You will be under probationary period for six months from the date of joining.
4. You will be entitled to receive INR 12,000/- as a net payment per month and will be given basic accommodation facility. You will not be eligible for any other benefits of the company during the probation period.
5. You will not be entitled to avail any leaves during probationary period, any emergency or health related issues, you are required to seek permission from your reporting manager through formal email.
6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards

sd/-

Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899



Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area,
Bangalore 560058 INDIA E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in

Jane
REGISTRAR





OFFER LETTER

Mr. ~~SUNDESH KANAKAIAH~~

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes


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PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 3, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



BUILDNESS INFRA & TECH PRIVATE LTD

No.1634, 22nd Cross, 26th Main, 2nd Sector HSR Layout,(Behind Andhra Bank), Bangalore - 560 102.
Mail: enquiry@buildness.com, Ph.: +91 98452 25369

JOB OFFER LETTER

To

Date: 01-08-2020

Mr. Manoj Kumar Gowda BK

Presidency University,
Bangalore

JOB POSITION: Trainee Engineer

Dear Sir,

We are pleased to offer you a job at our firm **BUILDNESS INFRA & TECH PVT LTD**, for the position of **Trainee Engineer** with the joining date of **01st Aug 2020**.

As a fresher, you will be on training for first 3 months of your association with us post which, a formal confirmation letter will be issued subject to satisfactory performance in the aforesaid role.

Your salary during the training period will be **Rs. 15000/-** per month (**Rs. 1,80,000/-** per annum), excluding business travel & communication expenses. Petrol allowance is given as site to site travelling. Revisions will be subject to performance and work progress in training and completion of appraisal periods.

On satisfactory completion of the training period which would be vigorous & intense, your case for confirmation of services would be considered by the firm. On the other hand, if your performance, conduct, general behavior and/or attitude are not found satisfactory, your services would be liable to be terminated with one month notice. The firm also reserves the right to extend your training period, if considered necessary.

Kindly carry copies of your education certificates, salary slips, ID/Address proof documents with you on the date of joining.

We look forward to having you join us on the notified date and request you to acknowledge your confirmation via email.

Yours Sincerely



www.buildness.com



BUILDNESS INFRA & TECH PRIVATE LTD

No.1634, 22nd Cross, 26th Main, 2nd Sector HSR Layout,(Behind Andhra Bank), Bangalore - 560 102.

Mail: enquiry@buildness.com, Ph.: +91 98452 25369

JOB OFFER LETTER

To

Date: 01-08-2020

Mr. Udaya Ravi A.R

Presidency University,
Bangalore

JOB POSITION: Trainee Engineer

Dear Sir,

We are pleased to offer you a job at our firm **BUILDNESS INFRA & TECH PVT LTD**, for the position of **Trainee Engineer** with the joining date of **01st Aug 2020**.

As a fresher, you will be on training for first 3 months of your association with us post which, a formal confirmation letter will be issued subject to satisfactory performance in the aforesaid role.

Your salary during the training period will be **Rs. 15000/- per month (Rs. 1,80,000/- per annum)**, excluding business travel & communication expenses. Petrol allowance is given as site to site travelling. Revisions will be subject to performance and work progress in training and completion of appraisal periods.

On satisfactory completion of the training period which would be vigorous & intense, your case for confirmation of services would be considered by the firm. On the other hand, if your performance, conduct, general behavior and/or attitude are not found satisfactory, your services would be liable to be terminated with one month notice. The firm also reserves the right to extend your training period, if considered necessary.

Kindly carry copies of your education certificates, salary slips, ID/Address proof documents with you on the date of joining.

We look forward to having you join us on the notified date and request you to acknowledge your confirmation via email.

Yours Sincerely



www.buildness.com

18th August 2020

Mahendra Poreddy
3-9-79-4(2), GCRR layout,
Pulivendula, Kadapa,
Andhra Pradesh.

Dear Mahendra,

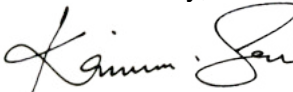
We are pleased to offer you the position of Software Engineer Trainee at the Museum of Art & Photography (MAP). As agreed the starting date of your employment is 19th August 2020. You will be on probation for a period of 3 months at the end of which your performance will be reviewed and your appointment confirmed accordingly. During this time, you will be reporting to Raghava Kumar (COO).

Your responsibilities will be as per the enclosed job description.

You will be entitled to a monthly remuneration, less all applicable taxes of Rs. 12,000 per month for your time. Attendance will be taken as per the MAP Employees Register and arrivals.

You are requested to sign this letter, signifying your acceptance of the same, for our records.

Your Sincerely,


Kamini Sawhney
Director



I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Mahendra Poreddy


REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

Roles and Responsibilities:

- Development of Platform Web Portals (Client Portal & Admin Portal) and Website
- Development for digital marketing support
- Integration of user-facing elements developed by front-end developers with server side logic
- Writing reusable, testable, and efficient code
- Design and implementation of low-latency, high-availability, and applications performance
- Implementation of security and data protection
- Fixing and improving existing software

The services outlined above are not meant to be an exhaustive list of tasks. The Employee is expected to carry out any other related duties that are necessary for the optimum functioning of the organisation as a whole within the employee's skills and abilities whenever a need is pointed out, becomes apparent or as reasonably instructed.





THE ANDROMEDA INNOVATORS PVT. LTD.

Complete EMS Solutions

Date: 04/08/2020

JOB OFFER LETTER

Dear Mr. MANOJ C

Congratulations! We are pleased to confirm that you have been selected to work at Andromeda Innovators Pvt Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of Testing Engineer your present monthly salary of Rs.10,000/- with an annual cost to company of Rs.120000/ for the first 6 months thereafter Rs 15000 monthly.

We would like you to start work on 15/08/2020, we are confident you will be able to make a significant contribution to the success of our company and look forward to work with you.

Sincerely,

For The Andromeda Innovators Pvt Ltd
Mr.Kalpesh D Chopra
(Managing Director)

Sanu
REGISTRAR



THE ANDROMEDA INNOVATORS PVT. LTD.

Complete EMS Solutions

Date: 04/08/2020

JOB OFFER LETTER

Dear Mr. S.ARIFBASHA

Congratulations! We are pleased to confirm that you have been selected to work at Andromeda Innovators Pvt Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of Testing Engineer your present monthly salary of Rs.10,000/- with an annual cost to company of Rs.120000/ for the first 6 months thereafter Rs 15000 monthly.

We would like you to start work on 15/08/2020, we are confident you will be able to make a significant contribution to the success of our company and look forward to work with you.

Sincerely,

For The Andromeda Innovators Pvt Ltd
Mr.Kalpesh D Chopra
(Managing Director)

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

28th August, 2020

**To,
Mr. Md Waiz**

Dear Waiz

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first month (including training) you would be paid remuneration of **Rs.25,000/-pm**. If target of first month is achieved (100%) then your salary will be revised to **Rs.40,000/-pm** (As per below table) effective from second month and arrears of the first month will also be paid to you.

If in case you fail to achieve the target for first month, then extension of one more month will be given at a remuneration of **25,000/-pm**.


Particulars	(Amount in Rupees.)	
	Per Month	Per Annum
Basic Salary	16,000	1,92,000
House Rent Allowance	8,000	96,000
Transport Reimbursement	1,600	19,200
Telephone Reimbursement	500	6,000
Statutory Bonus (Paid Monthly)	1,400	16,800
Special Allowance	12,500	1,50,000
Total	40,000	4,80,000
Daily Travel Reimbursement	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	2,000	24,000
CTC: Six Lakh Sixty Thousand only p.a.	55,000	6,60,000

**Regards,
Jaro Education**



**Sushant Mallya
General Manager – Human Resource**

I agree to the above terms & conditions _____ Dated _____



Jaro Institute of Technology Management and Research Limited

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in



Offer Letter

Name: Mehar Ali Sabri

Date: Wednesday, September 2, 2020

Dear Mr. Mehar Ali Sabri,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“Company”), on the following terms and conditions:

- Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, September 8, 2020**. Your work location would be **Ranchi / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

Department : Business Development (51000000)
Designation : Business Development Trainee - Sales
Reporting Manager : Aakash Kapoor (TNL21818299)
Role Location : Ranchi / Bangalore
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

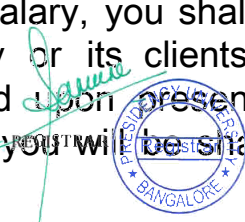
6. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

7. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

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

8. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.



9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

10. **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door



and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

13. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

14. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

15. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company

16. General Provisions:



- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction



to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:




This is system generated offer letter and does not require authorized signature.

#335, 1st Floor, 2nd Cross ,
Nanjappa gardens,
Babusapalya chelekere,
Bangalore-560043



Email: reachus@edulifeindia.com,
edulife.india2@gmail.com.

Phone No: 080-41714673

Website: www.edulifeindia.com

GST NO: -29AAFFE1715M1ZA

Date:07-09-2020

Ref: EIB/OL048/2020

OFFER LETTER

Dear **Rahul R**,

We are pleased to inform you that you have been selected for the position of “**Professional Trainee Engineer** “with Employee Id- **EIB0128**” in our office.

Edulife India is offering a full time position for you as **Professional Trainee Engineer**, reporting to manager at regional office Bangalore, Karnataka. Expected hours of work are six days of week and eight hours of work.

In this position, Edulife India is offering to start you at a pay rate of **CTC: Rs. 2.7 Lakhs** per annum with time to time incentive/bonus as per the performance. The Pay scale mention above will be increased as per the performance of the employee every half year.

A detailed appointment letter would be given on the date you report for work. All the rules and regulations governing **EDULIFE INDIA** should be maintained.

Please bring a photocopy of the following documents at the time of joining:

1. Educational & Professional Certificates
2. Relieving Letter from Previous Employer (if any)
3. Experience Certificate
4. Two Passport-Sized Photographs

We request you to sign a copy of this letter as a token of your acceptance of the above terms.

We look forward to you becoming a part of the **EDULIFE INDIA** family.

For, **EDULIFE INDIA**

Mr. Thokchom Sanju Singh
Director
Edulife India, Bangalore

Candidate Signature

Mr. Rahul R

HEAD OFFICE BANGALORE:

#335, 1st Floor, 2nd Cross, Nanjappa Gardens, Babusapalya, Bangalore-560043

#335, 1st Floor, 2nd Cross ,
Nanjappa gardens,
Babusapalya chelekere,
Bangalore-560043



Email: reachus@edulifeindia.com,
edulife.india2@gmail.com.
Phone No: 080-41714673
Website: www.edulifeindia.com

GST NO: -29AAFFE1715M1ZA
Ref: EIB/OL047/2020

Date:07-09-2020

OFFER LETTER

Dear **Harshith J**,

We are pleased to inform you that you have been selected for the position of “**Professional Trainee Engineer** “with Employee Id- **EIB0129**” in our office.

Edulife India is offering a full time position for you as **Professional Trainee Engineer**, reporting to manager at regional office Bangalore, Karnataka. Expected hours of work are six days of week and eight hours of work.

In this position, Edulife India is offering to start you at a pay rate of **CTC: Rs. 2.7 Lakhs** per annum with time to time incentive/bonus as per the performance. The Pay scale mention above will be increased as per the performance of the employee every half year.

A detailed appointment letter would be given on the date you report for work. All the rules and regulations governing **EDULIFE INDIA should be maintained**.

Please bring a photocopy of the following documents at the time of joining:

1. Educational & Professional Certificates
2. Relieving Letter from Previous Employer (if any)
3. Experience Certificate
4. Two Passport-Sized Photographs

We request you to sign a copy of this letter as a token of your acceptance of the above terms.

We look forward to you becoming a part of the **EDULIFE INDIA** family.

For, **EDULIFE INDIA**

Mr. Thokchom Sanju Singh
Director
Edulife India, Bangalore

Candidate Signature

Mr. Harshith J

HEAD OFFICE BANGALORE:

#335, 1st Floor, 2nd Cross, Nanjappa Gardens, Babusapalya, Bangalore-560043

#335, 1st Floor, 2nd Cross ,
Nanjappa gardens,
Babusapalya chelekere,
Bangalore-560043



Email: reachus@edulifeindia.com,
edulife.india2@gmail.com.
Phone No: 080-41714673
Website: www.edulifeindia.com

GST NO: -29AAFFE1715M1ZA
Ref: EIB/OL045/2020

Date:07-09-2020

OFFER LETTER

Dear **Purva Reddy**,

We are pleased to inform you that you have been selected for the position of “**Professional Trainee Engineer** “with Employee Id- **EIB0126**” in our office.

Edulife India is offering a full time position for you as **Professional Trainee Engineer**, reporting to manager at regional office Bangalore, Karnataka. Expected hours of work are six days of week and eight hours of work.

In this position, Edulife India is offering to start you at a pay rate of **CTC: Rs. 2.7 Lakhs** per annum with time to time incentive/bonus as per the performance. The Pay scale mention above will be increased as per the performance of the employee every half year.

A detailed appointment letter would be given on the date you report for work. All the rules and regulations governing **EDULIFE INDIA** should be maintained.

Please bring a photocopy of the following documents at the time of joining:

1. Educational & Professional Certificates
2. Relieving Letter from Previous Employer (if any)
3. Experience Certificate
4. Two Passport-Sized Photographs

We request you to sign a copy of this letter as a token of your acceptance of the above terms.

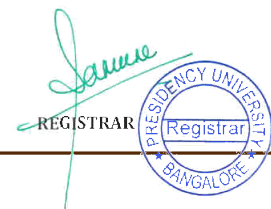
We look forward to you becoming a part of the **EDULIFE INDIA** family.

For, **EDULIFE INDIA**

Mr. Thokchom Sanju Singh
Director
Edulife India, Bangalore

Candidate Signature

Ms. Purva Reddy



HEAD OFFICE BANGALORE:

#335, 1st Floor, 2nd Cross, Nanjappa Gardens, Babusapalya, Bangalore-560043

#335, 1st Floor, 2nd Cross ,
Nanjappa gardens,
Babusapalya chelekere,
Bangalore-560043



Email: reachus@edulifeindia.com,
edulife.india2@gmail.com.

Phone No: 080-41714673

Website: www.edulifeindia.com

GST NO: -29AAFFE1715M1ZA

Date:07-09-2020

Ref: EIB/OL046/2020

OFFER LETTER

Dear **Koushik**,

We are pleased to inform you that you have been selected for the position of “**Professional Trainee Engineer** “with Employee Id- **EIB0127**” in our office.

Edulife India is offering a full time position for you as **Professional Trainee Engineer**, reporting to manager at regional office Bangalore, Karnataka. Expected hours of work are six days of week and eight hours of work.

In this position, Edulife India is offering to start you at a pay rate of **CTC: Rs. 2.7 Lakhs** per annum with time to time incentive/bonus as per the performance. The Pay scale mention above will be increased as per the performance of the employee every half year.

A detailed appointment letter would be given on the date you report for work. All the rules and regulations governing **EDULIFE INDIA should be maintained**.

Please bring a photocopy of the following documents at the time of joining:

1. Educational & Professional Certificates
2. Relieving Letter from Previous Employer (if any)
3. Experience Certificate
4. Two Passport-Sized Photographs

We request you to sign a copy of this letter as a token of your acceptance of the above terms.

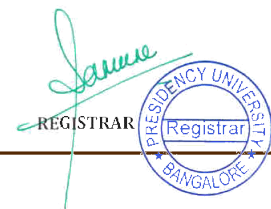
We look forward to you becoming a part of the **EDULIFE INDIA** family.

For, **EDULIFE INDIA**

Mr. Thokchom Sanju Singh
Director
Edulife India, Bangalore

Candidate Signature

Mr.Koushik



HEAD OFFICE BANGALORE:

#335, 1st Floor, 2nd Cross, Nanjappa Gardens, Babusapalya, Bangalore-560043



OFFER LETTER

Ms. Varnika V

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- 1.Provident Fund
- 2.Income tax deducted at source at the rates applicable
- 3.Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

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The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Raj S

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
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REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

4.Dues to company including loans and advances

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Yaseer Arafath

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Pallavi Reddy G

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
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Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Archana Reddy Y

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Divya G V

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Ajay Singh

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

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Think & Learn Pvt. Ltd.

Human Resource

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Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Chetan

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

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Annexure B

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2. 12th Mark sheet
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7. Pan Card
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9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Snehapriya

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Nisha V

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Devansh Mishra

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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REGISTRAR


Annexure A

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Shree Rakesh A K

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Pavan Kumar H S

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Seeksha Jain

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Ashwini S

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

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You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

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The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

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9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Sandeep K R

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

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We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Mohamed Fardeen

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Anusha M N

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Lalith Kumar M

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

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4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Abhinav Rajiv

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Friday, July 3, 2020
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



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5.Or any other applicable statutory deductions

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Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

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Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Aditya Narayan Sharma

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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REGISTRAR


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Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Ms. Anusha Sharma A

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
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REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

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Human Resource

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The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Avanigadda Jai Chandra

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Friday, July 3, 2020
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1.You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2.You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3.You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Friday, July 03, 2020**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

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Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



OFFER LETTER

Mr. Boppe Durga Darshan Kumar

Date: Tuesday, June 30, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
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Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
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The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

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Signature:

Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Gurudixith P M

Dear Guru,

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

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

CHIBBER CONSTRUCTIONS is offering a full time position for you as "**Site Engineer**", reporting to Site Manager starting After 6th August 2020.

In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 3.6 LPA. You will be paid on a Monthly basis.

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

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

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Deepak Raju C G

Dear Deepak,

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

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Avani P

Dear Avani,

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

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Sushmitha K S

Dear Sushmita,

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

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HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Narendra J

Dear Narendra,

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

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HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Alokh A Reddy

Dear Alokh,

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

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HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Balla Gagan Rishith

Dear Gagan,

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

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HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Bogireddy Sai Kumar Reddy

Dear Sai Kumar,

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

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HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Burhan Inayat

Dear Inayat,

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

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Ganesh Gaddam

Dear Ganesh,

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HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Nihal Das

Dear Nihal,

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Rohit Kumar S

Dear Rohit,

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

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Raman Sharma
HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Vasanth Kumar V H

Dear Vasanth,

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

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Raman Sharma
HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Hakim Sibtain

Dear Hakim,

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

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Ashith K A

Dear Ashith,

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Umar Farooq P K

Dear Umar,

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Vinutha G

Dear Vinutha,

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

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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

Raman
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

J Hemanth Kumar

Dear Hemanth,

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

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Raman Sharma
HR Manager

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


REGISTRAR




CHIBBER CONSTRUCTIONS

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9th-Dec-2019

Manju Y

Dear Manju,

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

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In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 3.6 LPA. You will be paid on a Monthly basis.

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

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

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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

Raman
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Gagana K J

Dear Gagana,

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

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

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HR Manager

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

Raman
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Vinayaka M T

Dear Vinayaka,

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

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

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Darshan H S

Dear Darshan,

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

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HR Manager

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


REGISTRAR 



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

9th-Dec-2019

Arun Kumar H

Dear Arun,

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

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

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Raman Sharma
HR Manager

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


REGISTRAR




Dhatuonline

To,
Shivasai Mulagala
Student ID: 2016PEE022
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Shivasai Mulagala,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

Annexure-1

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

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- 6 - Recent passport-sized color photograph (3 copies)
- 7 - Front page of Bank passbook (Where A/C no. & IFSC code are clearly mentioned)
- 8 - Aadhar Card of parents
- 9 - Post card sized photo of the student with parents

Details pertaining to remuneration are confidential and may strictly be treated as such.

If you have any queries, Please feel free to contact **Monalisha Pradhan**, HR Executive as below:

Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Adarsh S
Student ID: 2016PEE028
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Adarsh S,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Akhil T Reji
Student ID: 2016PEE032
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Akhil T Reji,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Aswin S Babu
Student ID: 2016PEE037
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Aswin S Babu,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Muhammed
Student ID: 2016PEE049
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Muhammed,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Muneeb K
Student ID: 2016PEE052
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Muneeb K,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Susmith K T
Student ID: 2016PEE066
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Susmith K T,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Abhimanue V P
Student ID: 2016PEE901
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Abhimanue V P,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Janice
REGISTRAR




Dhatuonline

Annexure-1

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Parnish Baruah
Student ID: 2016PEE904
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Parnish Baruah,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Muhammad Sabir
Student ID: 2016PEE907
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Muhammad Sabir,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Mohammed Safeer
Student ID: 2016PEE908
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Mohammed Safeer,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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REGISTRAR




Dhatuonline

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E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Antony Thava Selvam
Student ID: 2017LPE002
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Antony Thava Selvam,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

Confirmation of employment with Dhatu Online Solutions Pvt. Ltd is subjected to your joining on **1st July 2020** & submission of all mandatory documents (**Annexure-1**) and thereafter performance during the probation period. In case of non-submission of any mandatory document(s), you will be required to sign a declaration of undertaking of the actual date of submission of the document(s). Non-submission of the document(s) on the said date might lead to termination of employment.

You will be required to enter into a **Service Agreement (24 months)** to be executed between you and the Company on the day of joining. The detailed appointment Letter will be handed over to you on the date of joining.


REGISTRAR




Dhatuonline

Annexure-1

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

Required documents:

- 1 - All Educational Certificates with mark sheets
- 2 - Provisional mark sheet/ certificate (if not graduated)
- 3 - Aadhar Card
- 4 - PANCard
- 5 - Valid Passport (Optional)
- 6 - Recent passport-sized color photograph (3 copies)
- 7 - Front page of Bank passbook (Where A/C no. & IFSC code are clearly mentioned)
- 8 - Aadhar Card of parents
- 9 - Post card sized photo of the student with parents

Details pertaining to remuneration are confidential and may strictly be treated as such.

If you have any queries, Please feel free to contact **Monalisha Pradhan**, HR Executive as below:

Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director





Dhatuonline

To,
Chandan R
Student ID: 2015CSE031
Branch: Civil Engineering
Presidency University
Yelahanka

10/March/2020
Bangalore

Sub: **Offer Confirmation.**

Dear **Chandan R,**

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your B.Tech degree. ***Your Cost to Company (CTC) will be ₹3 Lac per annum.*** Detail breakup of the CTC will be provided in the appointment letter as per the company policy.

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Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Rajath R Bagre

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws



3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
- iii. The components of your remuneration package are strictly confidential and are not to be disclosed

/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.


REGISTRAR


DIVRT (INDIA) PVT. LTD.



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- b. Residence proof
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- d. Copies of all educational certificates (originals to be produced for verification)
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- g. Such other documents, as may be communicated

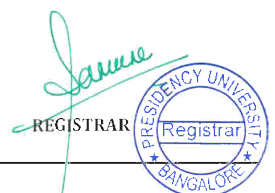
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Azeemullah K

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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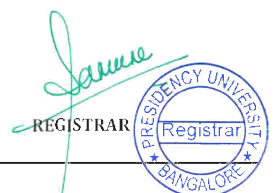
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Masroor Shadman Hussain

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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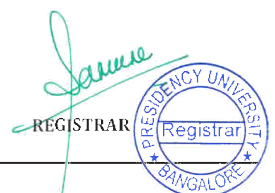
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Shwetha

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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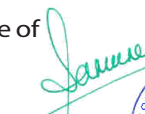

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- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
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DIVRT (INDIA) PVT. LTD.



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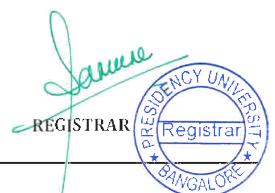
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Divyarani R

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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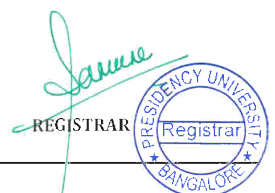
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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Mohammed Bilal A Naik

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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DIVRT (INDIA) PVT. LTD.



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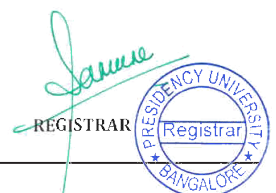
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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Anirudh K

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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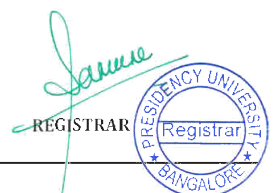
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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Pallavi S

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

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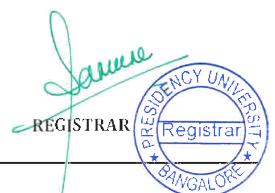
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Sumaiya Firdose

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.



2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws

3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
- iii. The components of your remuneration package are strictly confidential and are not to be disclosed /divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).
- iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.


REGISTRAR


DIVRT (INDIA) PVT. LTD.



5. list of documents to be submitted after accepting the offer letter:

You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

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- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
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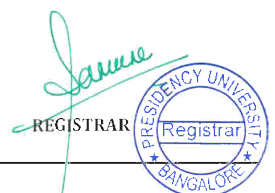
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Rohith Reddy Mt

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws



3. Other Terms and Conditions:

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DIVRT (INDIA) PVT. LTD.



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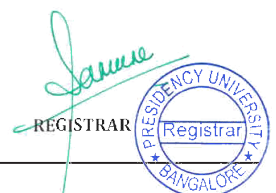
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Afnan

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

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DIVRT (INDIA) PVT. LTD.



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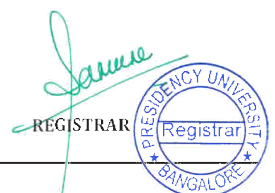
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Sinchana Y Y

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

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3. Other Terms and Conditions:

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DIVRT (INDIA) PVT. LTD.



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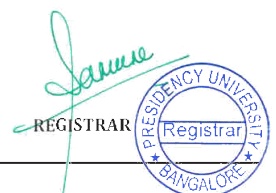
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Ashutosh Chandrashekar Mandi

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws



3. Other Terms and Conditions:

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REGISTRAR


DIVRT (INDIA) PVT. LTD.



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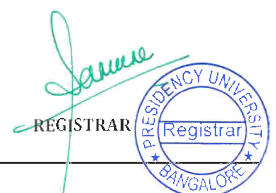
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Sparsha S

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws



3. Other Terms and Conditions:

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REGISTRAR


DIVRT (INDIA) PVT. LTD.



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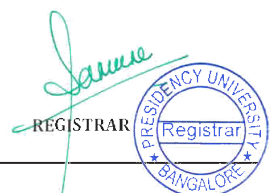
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Abhishek A Kumar

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
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3. Other Terms and Conditions:

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DIVRT (INDIA) PVT. LTD.



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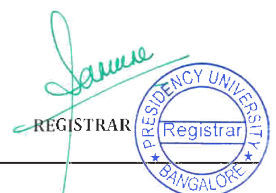
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Luqman

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

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3. Other Terms and Conditions:

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DIVRT (INDIA) PVT. LTD.



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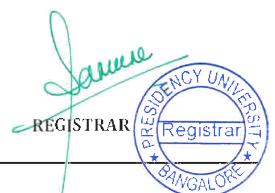
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Bharathesh Reddy G H

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

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DIVRT (INDIA) PVT. LTD.



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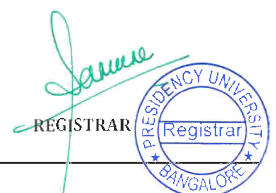
We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Megha D C

We are pleased to offer you full-time internship from Feb3rd 2020 to 30th June 2020 and upon successful completion, position of **Graduate Trainee Engineer** as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the Software Development Applications of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of **Rs.3,60,000** will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

- (i) DIVRT compensation policy and
- (ii) Applicable laws

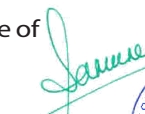
3. Other Terms and Conditions:

- i. You will be governed by the terms and conditions applicable to your category of employees in our organization.
- ii. Notice period for separation will be two (2) months.
- iii. The components of your remuneration package are strictly confidential and are not to be disclosed

/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter may be retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.


REGISTRAR
