

Offer Letter

9 June 2020

Mr. Waez Ahmed A

Dear Waez Ahmed A

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.

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.

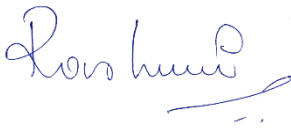
Other Conditions

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: _____

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.

www.cuemath.com | info@cuemath.com

Cue Learn Pvt. Ltd, Plot no. 7, 2nd & 3rd Floor 80 Feet Road, 4th Block, Kormangala, Bangalore- 560034

Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728





Offer: Computer Consultancy
Ref: TCSL/DT20195414882/Bangalore
Date: 13/09/2019

Ms. Lochana Telugu Rajesh
D 902, Vaishnavi Nakshatra Apartments, Yeshwanthapur,
Yeshwanthpur Railway Station,
Bangalore-560022,
Karnataka.
Tel# 91-8310737686

Dear Lochana Telugu Rajesh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

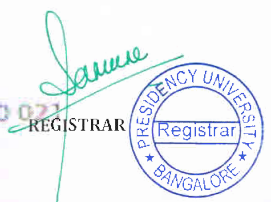
Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

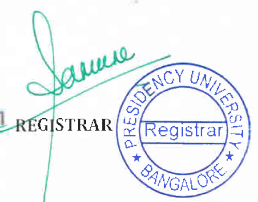
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

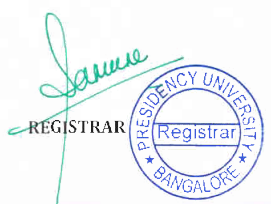
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

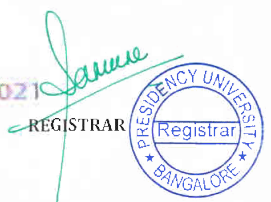
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

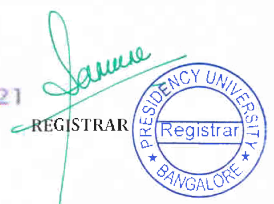
Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

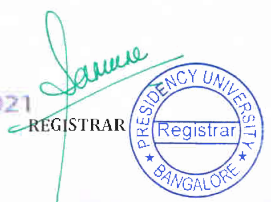
The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

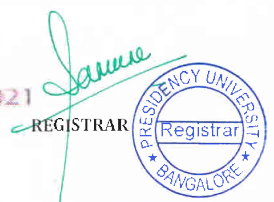
You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

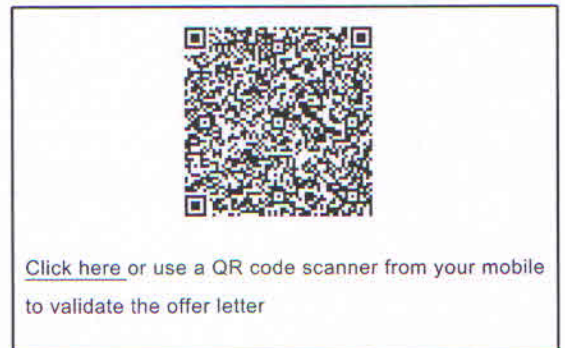
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms





GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Lochana Telugu Rajesh |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|-------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

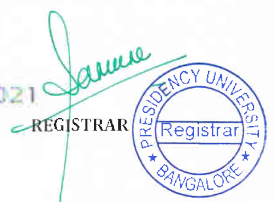
| Component Category | Monthly | Annual |
|----------------------------------|---------|----------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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Annexure 2

| | |
|--|---|
| <p>Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam</p> | <p>Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p> |
| <p>INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p> |
| <p>KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p> |
| <p>NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p> | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Sanne
REGISTRAR
PRESIDENCY UNIVERSITY
BANGALORE

A circular seal for the Registrar of Presidency University, Bangalore. The seal contains the text 'REGISTRAR' and 'PRESIDENCY UNIVERSITY BANGALORE' around the perimeter.



Offer: Computer Consultancy
Ref: TCSL/DT20195412575/Bangalore
Date: 13/09/2019

Ms. Uma Varadaraj
#1 Maruti Nilaya#1 3 Cross Sapthagiri Layout Vidyaranyapura Blore,
Near Keb,
Bangalore-560097,
Karnataka.
Tel# 91-9916374405

Dear Uma Varadaraj,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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1





Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

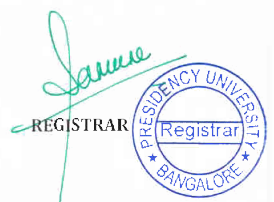
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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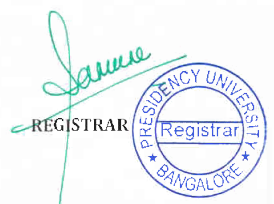
TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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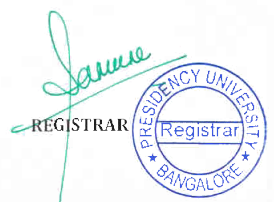
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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

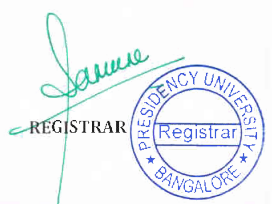
You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

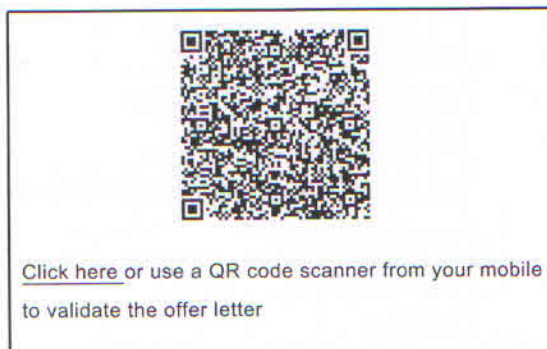
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Uma Varadaraj |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|-------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|---------|----------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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Annexure 2

| | |
|--|---|
| <p>Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam</p> | <p>Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p> |
| <p>INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p> |
| <p>KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p> |
| <p>NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p> | |



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20195461653/Bangalore
Date: 13/09/2019

Mr. Rakshith Manohar
No. 503rd Cross 2nd Main,
Dvg Layout, Margondanahalli,
Bangalore Urban District-560036,
Karnataka.
Tel# 91-9901172974

Dear Rakshith Manohar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

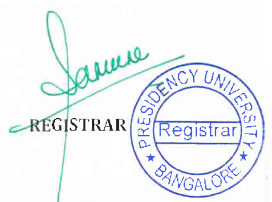
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

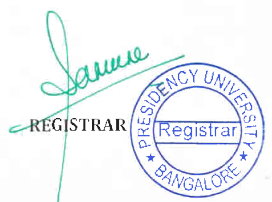
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the



said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

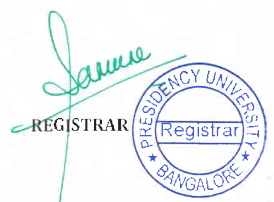
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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

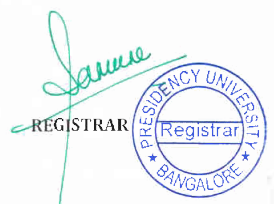
You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Rakshith Manohar |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|-------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

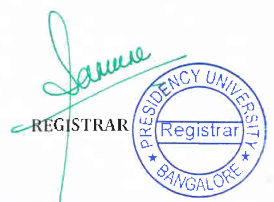
| Component Category | Monthly | Annual |
|----------------------------------|---------|----------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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Annexure 2

| | |
|--|---|
| <p>Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam</p> | <p>Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad,</p> |
| <p>INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords</p> |
| <p>KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606</p> |
| <p>NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581</p> | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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TATA CONSULTANCY SERVICES

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





Offer: Computer Consultancy
Ref: TCSL/DT20195414138/Bangalore
Date: 13/09/2019

Mr. Krishna Vyas
Slv Nilaya Boys PgAtturu Layout,
Yelhanka New Town,
Bangalore-560064,
Karnataka.
Tel# -

Dear Krishna Vyas,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

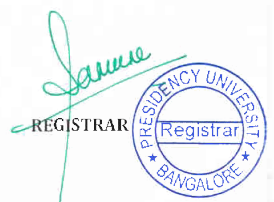
You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

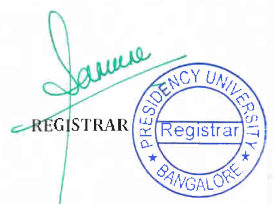
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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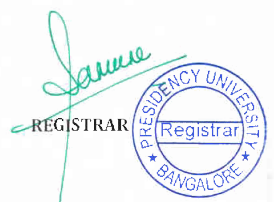
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8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

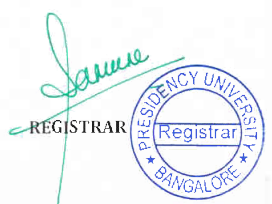
12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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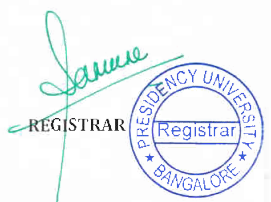
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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

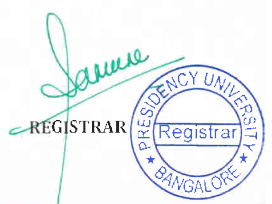
The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Krishna Vyas |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|-------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|---------|----------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





Annexure 2

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| Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam | Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords |
| KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkand, Kerala 682042 | MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581 | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

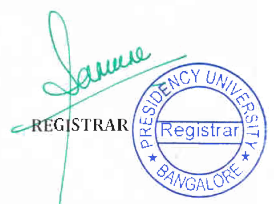
(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Offer: Computer Consultancy
Ref: TCSL/DT20195500903/Bangalore
Date: 13/09/2019

Mr. Sayeed Aalam B S
#935Main Road ,Khutub Gowri Mohalla,
Double Water Tank,
Kolar-563101,
Karnataka.
Tel# -

Dear Sayeed Aalam B S,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

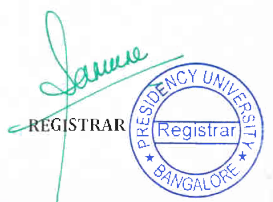
After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

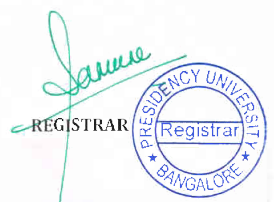
You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

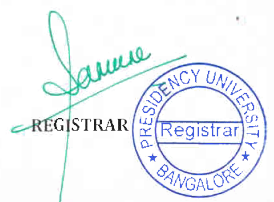
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

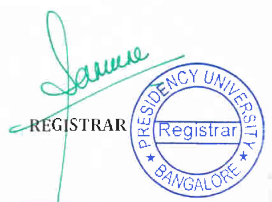
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

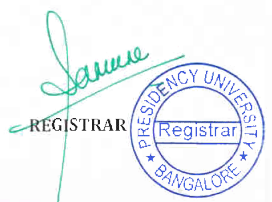
The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

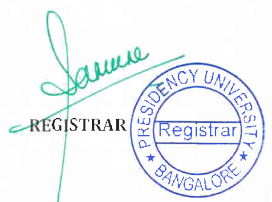
Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 31 11 Email: careers@tcs.com





background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Sayed Alam B S |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|-------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

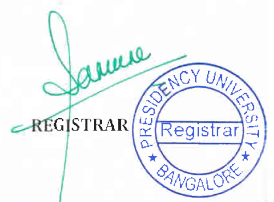
| Component Category | Monthly | Annual |
|----------------------------------|---------|----------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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Annexure 2

| | |
|--|--|
| Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam | Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords |
| KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581 | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20195414825/Bangalore
Date: 13/09/2019

Mr. Balaji N
#452nd Cross,
Defence Colony, Sahakarnagar,
Bangalore-560092,
Karnataka.
Tel# 91-9845569916

Dear Balaji N,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/- per annum**, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

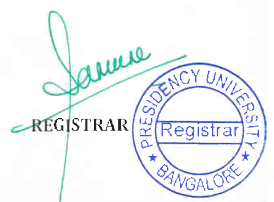
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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

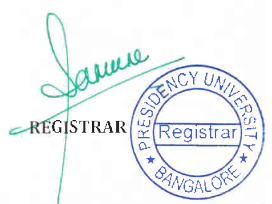
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

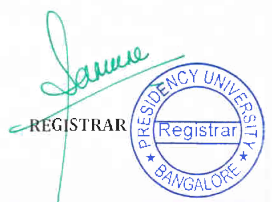
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

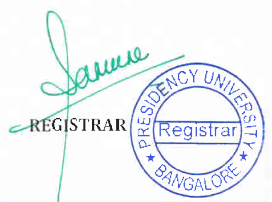
The above terms and conditions are specific to India and there can be changes to the

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

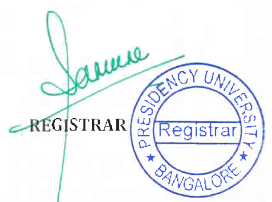
You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Balaji N |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------|-------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|---------|----------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

TATA CONSULTANCY SERVICES



Annexure 2

| | |
|--|--|
| Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam | Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords |
| KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581 | |



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20195418030/Bangalore
Date: 13/09/2019

Ms. Aparna G
Gb, Yasho Keerthi Meadows 1st Main Road, Mallappa Layout,
Babusapalya,
Bangalore-560043,
Karnataka.
Tel# -9341139087

Dear Aparna G,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/- per annum**, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

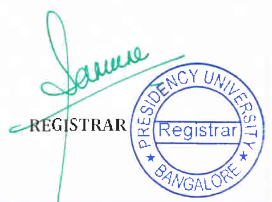
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

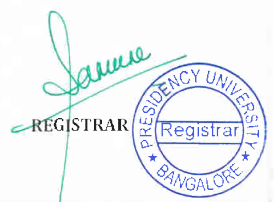
In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Aparna G |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|---------------|-----------------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |



Annexure 2

| | |
|--|--|
| Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam | Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords |
| KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581. | |



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20195420096/Bangalore
Date: 13/09/2019

Mr. Preetham V Reddy
2 ,14th Floor ,13th Tower ,Tata New HavenHuskur Road,
Kanva Star Resorts,
Bangalore-562123,
Karnataka.
Tel# 91-9731600190

Dear Preetham V Reddy,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/- per annum**, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

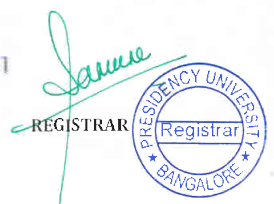
You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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Sanne
REGISTRAR
P. PRESIDENCY UNIVERSITY
BANGALORE



HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

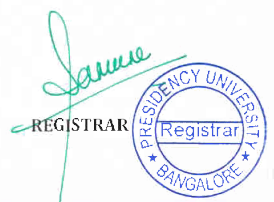
12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

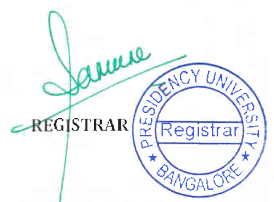
Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Preetham V Reddy |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|---------------|-----------------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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Annexure 2

| | |
|--|--|
| Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006,Assam | Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords |
| KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581 | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20195255371/Bangalore
Date: 13/09/2019

Ms. Anshita Dubey
#4, Anuradha NilayamAmba Bhavani Temple Road,
Sambhram College,
Bangalore-560097,
Karnataka.
Tel# -

Dear Anshita Dubey,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

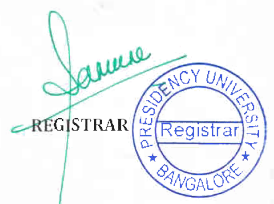
You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB

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amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

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HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

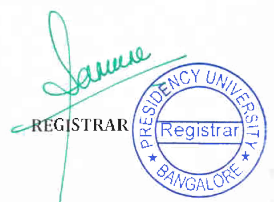
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

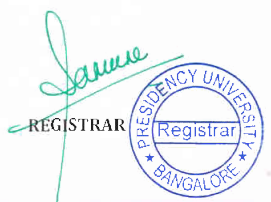
To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.



8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the

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said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

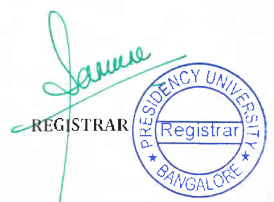
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background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

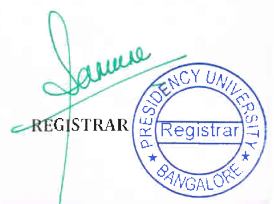
You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Anshita Dubey |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 10,200 | 1,22,400 |
| Bouquet Of Benefits # | 13,000 | 1,56,000 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,224 | 14,688 |
| Gratuity | 490 | 5,887 |
| Total of Annual Components & Retirals | 1,715 | 28,475 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 27,415 | 3,36,875 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

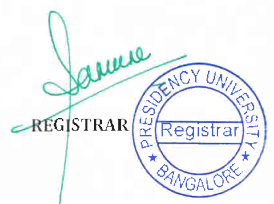
| Component Category | Monthly | Annual |
|----------------------------------|---------------|-----------------|
| House Rent Allowance | 4,080 | 48,960 |
| Leave Travel Assistance | 850 | 10,200 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 7,570 | 90,840 |
| GROSS BOUQUET OF BENEFITS | 13,000 | 1,56,000 |

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





Annexure 2

| | |
|--|--|
| Ahmedabad Lead – ILP Tata Consultancy Services Limited, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore Lead - ILP Tata Consultancy Services Limited, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR Lead – ILP Tata Consultancy Services Limited, Barabati, IRC Block, Ground Floor, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai Lead – ILP Tata Consultancy Services Limited, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon Lead - ILP Tata Consultancy Services Limited, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida Lead - ILP Tata Consultancy Services Limited, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati Lead – ILP Tata Consultancy Services Limited, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006,Assam | Hyderabad Lead - ILP Tata Consultancy Services Limited, Q City, Nanakramguda, Hyderabad, |
| INDORE Lead - ILP Tata Consultancy Services Limited, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA Lead - ILP Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium,2nd Floor, Wanderers Building, Delta Park - Lords |
| KOCHI Lead - ILP Tata Consultancy Services Limited, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | MUMBAI Lead - ILP Tata Consultancy Services Limited, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane West, Thane, Maharashtra - 400606 |
| NAGPUR Lead - ILP Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE Lead - ILP Tata Consultancy Services Limited, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum Lead – ILP Tata Consultancy Services Limited, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581 | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218114525/Bangalore
Date: 26/08/2019

Mr. Dheeraj S Prasad
#6/1, Little Flower School Road,
R.S.Palya, Kammanahalli Main Road,
Bangalore-560033,
Karnataka.
Tel# -9538057133

Dear Dheeraj S Prasad,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

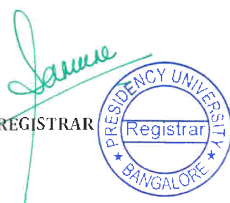
After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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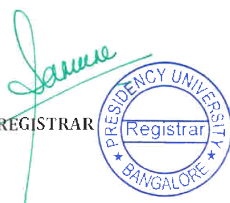
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2





PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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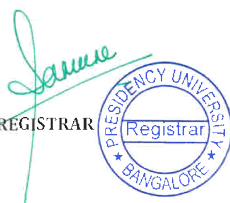
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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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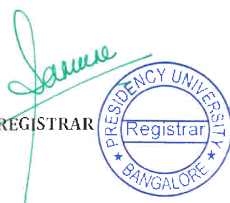
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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TATA CONSULTANCY SERVICES

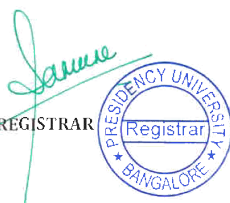
VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

| | |
|-----------------------|--|
| Name | Dheeraj S Prasad |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Presidency University |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|----------------|--------------------|
| 1) Fixed Compensation | | |
| Basic Salary | 14,784 | 1,77,408 |
| Bouquet Of Benefits # | 7,646 | 91,752 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,774 | 21,289 |
| Gratuity | 711 | 8,533 |
| Total of Annual Components & Retirals | 2,485 | 37,722 |
| TOTAL GROSS | 27,415 | 3,36,877 |
| Xplore/ Learning Incentive**** | | Upto 60,000 |

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|----------------|---------------|
| House Rent Allowance | 5,914 | 70,968 |
| Leave Travel Assistance | 1,232 | 14,784 |
| Food Card | 500 | 6,000 |
| GROSS BOUQUET OF BENEFITS | 7,646 | 91,752 |



Annexure 2

| | |
|---|--|
| Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007 | Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka |
| BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024 | Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119 |
| DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana | DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP |
| Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam | Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad |
| INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh | KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords |
| KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042 | MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606 |
| NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108, | PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra |
| Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India | |



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Hewlett Packard Enterprise

Offer Letter

9 Dec, 2019

T R N BHARGAVI

Flat 307, Srinidhi sunrise apartment, 1st cross, 7th main, babanagar, bagaluru cross, yelahanka, bangalore

Dear T R N BHARGAVI,

We are pleased to inform you that you have been selected for training with Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. ("HPE" or the "Company") from 23 Jan, 2020 to 31 Jul, 2020 for a period of 6 Months 8 Days under the guidance and supervision of Moinuddin Sheriff A.Y.K. Your location would be Electronics City, Bangalore.

1. During the tenure of the project, you will be paid a **stipend of Rs.18,000 per month**. The payment of stipend shall depend on your unconditional presence at any location that may be stipulated herein above.
2. It is clearly understood that you are not in any manner providing any service to HPE and that the payment of stipend shall not in any manner be construed or deemed to be consideration for services rendered by you.
3. You will not be entitled to any statutory benefits of otherwise to which a regular employee of the company is entitled.
4. You will be entitled for 12 days leave per annum, weekly holidays and such other holidays declared by the Company.
5. During your training with the company you shall be bound by the company's rules and regulation applicable from time to time and any violation to this will result in immediate termination of your training.
6. During your training with the company you may come across certain confidential information related to the business of the company, any such information you shall not use or disclose to others or any third party in any circumstances.
7. You shall not publish your research / project report and about the company in any form in mass media and the same is to be treated strictly for academic purpose only.
8. You shall maintain utmost confidentiality on any information that you acquire during the project and sign the enclosed confidentiality agreement on or before the start of training period.
9. You shall not, during the period of your project study at HPE, copy, duplicate, decompile or translate any intellectual property of HPE without appropriate authorization. You shall not take out any intellectual property belonging to HPE, outside the work place or HPE's premises, without appropriate authorization from the supervisor.
10. You shall be obligated to compensate HPE appropriately, in the event you cause any loss or damage to any property that is owned or leased by HPE, during the training period.

FOR Company

Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____

REGISTRAR



Hewlett Packard Enterprise

11. It is expressly understood and agreed by and between us that the company shall in no way be liable /responsible for any injuries/ impairment in health arising during your training period.

12. This offer of appointment is conditional upon successful background checks (which may include **criminal checks**, verification of previous employment, education verification, **credit check** and appropriate identification verification) being conducted either by HPE or an appropriate third party, and the results of such background checks being favorable in HPE's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE.

We look forward to having you join us and wish you a fruitful training with us.

HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

- Armenia
- Azerbaijan
- Belarus
- Cambodia
- Cuba
- Georgia
- Iran
- Iraq
- Kazakhstan
- Kyrgyzstan
- Laos
- Libya
- Macao (Macau)
- Moldova

FOR Company

Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____

REGISTRAR



Hewlett Packard Enterprise

- Mongolia
- North Korea (DPRK)
- People's Republic of China (PRC)
- Russia
- Sudan (Khartoum)
- Syria
- Tajikistan
- Turkmenistan
- Ukraine
- Ukraine (Crimea Region)
- Uzbekistan
- Venezuela
- Vietnam

Agreement Regarding Confidential Information and Proprietary Developments India

T R N BHARGAVI

1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

(a) to use such information only in the performance of Company duties;

FOR Company

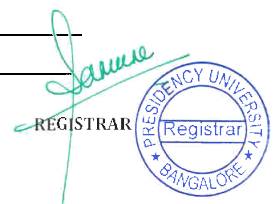
Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____





Hewlett Packard Enterprise

- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers

FOR Company

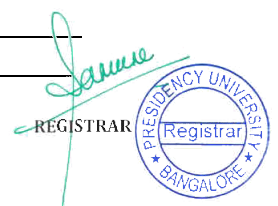
Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____





Hewlett Packard Enterprise

or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with

FOR Company

Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____





Hewlett Packard Enterprise

Company.

As used here, “**Competing Line of Business**” includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

“**Company Employee**” means an individual employed by or retained as a consultant to Company or its related corporations. “**Company Supplier**” means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company’s Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys’ fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company’s goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions

FOR Company

Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____





Hewlett Packard Enterprise

provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Shalini Dutta
APJ Technology & Services Talent Acquisition
Manager

FOR Employee

Name: _____

Signature: _____

Date: _____

REGISTRAR

Fw: Hewlett Packard Enterprise - Selection Confirmation Mail , CSCB

Satya Narayana M R-Manager- CSIC <satyanarayana@presidencyuniversity.in>

Mon 7/31/2023 4:22 PM

To: Vijay Kumar S L-Placement Officer <vijaykumarsl@presidencyuniversity.in>

■ 1 attachments (5 KB)

image001.png;

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Best regards

Satya Narayana M R
Manager - Career Services and Industry Connect
+91 7795421966

Presidency University
Itgalpura, Rajankunte
Yelahanka, Bengaluru-560064,
Karnataka, India.
www.presidencyuniversity.in

From: Bhargavi <trnbhargavi8@gmail.com>
Sent: Thursday, November 21, 2019 11:23 AM
To: satyanarayana@presidencyuniversity.in <satyanarayana@presidencyuniversity.in>
Subject: Fwd: Hewlett Packard Enterprise - Selection Confirmation Mail , CSCB

----- Forwarded message -----

From: **Konwar, Namrata** <namrata.konwar@hpe.com>
Date: Tue 19 Nov, 2019, 2:28 PM



Subject: Hewlett Packard Enterprise - Selection Confirmation Mail , CSCB

To: trnbhargavi8@gmail.com <trnbhargavi8@gmail.com>

Dear T R N Bhargavi,

Congratulations! We welcome you to HPE family and look forward to a long and mutually rewarding association.

Further to your participation in the 'Campus Recruitment Program', we are pleased to confirm your selection for the position of **Technical Solutions Consultant** at **Hewlett Packard Enterprise (HPE)**. Your place of work would be **Bangalore** and the same is subject to change based on the business exigencies. Your annual compensation (CTC) would amount to **INR 500,000 PA (INR Five lacs only) plus a Joining Bonus of INR 50,000 (INR Fifty thousand only)** subject to successful completion of your internship and onboarding HPE as a full time employee.

As part of your selection to HPE, you will undergo an internship for a duration of 4 – 6 months (5 days a week) prior to your onboarding. The purpose of the internship is to train you on aspects relating to Enterprise IT Infrastructure products, HPE Products, Professional & Customer Service Skills. As part of the internship you will be required to enter into an agreement with HPE which will outline the terms of internship and state the obligations to be fulfilled during and post internship.

You will be considered for employment in HPE subject to successful completion of the background checks (which may include **criminal checks**, verification of previous employment, education verification, credit



check and appropriate identification verification) being conducted either by HPE or an appropriate third party authorized by the HPE for this purpose. Additionally, you are required to complete your current academic course with an aggregate **60% / 6 CGPA** within the **normal duration** and successfully complete the training imparted by HPE during internship. Subject to completion of the above three conditions, you will be considered for employment at HPE, at the sole discretion of HPE.

Disclaimer : Hewlett Packard Enterprise has recently announced several transactions that affect the structure of its business. In order to prepare for the completion of those transactions, your position may move to an affiliate of a current HPE entity. Such transfer of employment will be on overall comparable terms and conditions as set out in this employment offer, and you agree to sign all applicable documents to effect the transfer of your employment. The date of transfer of your employment will be determined by HPE, and on such transfer your employment with the new HPE entity will commence.



With Best Regards
University Hiring Team



29-Feb-2020

Mr. Mohammed Touheed V I
Bangalore

Dear Mohammed Touheed V I,

Offer Letter

We are pleased to offer you the position of “**Cus t o m e r Su p p o r t**” 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.

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:

Mohammed Touheed V I

04-Mar-2020

29-Feb-2020

Mr. Shaik Abdul Mugni
Bangalore

Dear Shaik Abdul Mugni,

Offer Letter

We are pleased to offer you the position of “**Cus t o m e r S u p p o r t**” 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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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:

Shaik Abdul Mugni

04-Mar-2020

29-Feb-2020

Ms. Nida Ara
Bangalore

Dear Nida Ara,

Offer Letter

We are pleased to offer you the position of “**Cus t o m e r Su p p o r t**” 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.

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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:

Nida Ara

04-Mar-2020

29-Feb-2020

Mr. Madeneni Vamsi Krishna Naidu
Bangalore

Dear Madeneni Vamsi Krishna Naidu,

Offer Letter

We are pleased to offer you the position of “**Cus t o m e r Su p p o r t**” 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.

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3. COMPENSATION

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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)**.

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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.

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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:

Madeneni Vamsi Krishna Naidu

04-Mar-2020

DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Simran Jha

We are pleased to offer you full-time internship from Feb 3rd 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 any time 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.

DIVRT (INDIA) PVT. LTD.



5. List of documents to be submitted after accepting the offer letter:

You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

- a. Aadhaar Card
- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
- f. PAN card and
- g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards,



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Ms. Ananya

We are pleased to offer you full-time internship from Feb 3rd 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 any time 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.

DIVRT (INDIA) PVT. LTD.



5. List of documents to be submitted after accepting the offer letter:

You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

- a. Aadhaar Card
- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
- f. PAN card and
- g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards,



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. G Dhanush Satya Surya

We are pleased to offer you full-time internship from Feb 3rd 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 any time 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.

DIVRT (INDIA) PVT. LTD.



5. List of documents to be submitted after accepting the offer letter:

You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

- a. Aadhaar Card
- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
- f. PAN card and
- g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards,



Your name



DIVRT (INDIA) PVT. LTD.



Offer of Appointment for the Position of Graduate Trainee Engineer

Dear Mr. Kartikey Dwivedi

We are pleased to offer you full-time internship from Feb 3rd 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 any time 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.

DIVRT (INDIA) PVT. LTD.



5. List of documents to be submitted after accepting the offer letter:

You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

- a. Aadhaar Card
- b. Residence proof
- c. Age Proof
- d. Copies of all educational certificates (originals to be produced for verification)
- e. Passport size photo - 3 Numbers (soft copy to be sent by email)
- f. PAN card and
- g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards,



Your name



16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Alint Antony**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from 10th February 2020

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Alint Antony | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Alint Antony | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


 REGISTRAR


Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR




16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Deepak B Kannari**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from 10th February 2020

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Deepak B Kannari | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Deepak B Kannari | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


 REGISTRAR
 PRESIDENCY UNIVERSITY
 BANGALORE

Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Vipin Kumar**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from 10th February 2020

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Vipin Kumar | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Vipin Kumar | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


 REGISTRAR


Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR




16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Manali M Jain**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from 10th February 2020

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Manali M Jain | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Manali M Jain | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


 REGISTRAR


Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR




16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Deepti Balaji**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Deepti Balaji | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Deepti Balaji | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


 REGISTRAR
 PRESIDENCY UNIVERSITY
 BANGALORE

Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Malempati Venkata Sai Rahul**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|-----------------------------|---------------------|
| | Name | Malempati Venkata Sai Rahul | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

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The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|-----------------------------|---------------------|
| | Name | Malempati Venkata Sai Rahul | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Rishika Varshiini Rao**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2020**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|----------------------------|---------------------|
| | Name | Rishika Varshiini Rao | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|-----------------------------------|---------------------|
| | Name | Rishika Varshiini Rao | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

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REGISTRAR


16th December, 2019

Sub: Offer of employment by Pin Click

Dear **Undi Karthik Venkata Durga Sai Vamsi**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from 10th February 2020

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|--------------------------------------|---------------------|
| | Name | Undi Karthik Venkata Durga Sai Vamsi | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 6,600 | 79,200 |
| | House Rent Allowance | 5,500 | 66,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 4,741 | 56,892 |
| | Subtotal I / Gross Pay | 20,891 | 2,50,692 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 792 | 9,504 |
| A-B | Net Salary | 19,899 | 2,38,788 |
| Benefits | | | |
| C | PF Employee | 792 | 9,504 |
| | Gratuity | 317 | 3,804 |
| | SubTotal II | 1,109 | 13,308 |
| Total A + C | Cost to the Company | 22,000 | 2,64,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

Pin Click Property Management Pvt Ltd

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The details of your annual earnings are as **Annexure B**.

ANNEXURE – B

| COMPENSATION & BENEFITS STATEMENT – PIN CLICK | | | |
|---|--|--------------------------------------|---------------------|
| | Name | Undi Karthik Venkata Durga Sai Vamsi | |
| | Designation | Associate Property Advisor | |
| | Department | Sales | |
| | Date of Joining | 10th February 2020 | |
| | CATEGORY | INR – Monthly | INR – Annual |
| A | Fixed Compensation | | |
| | Basic Salary | 7,500 | 90,000 |
| | House Rent Allowance | 6,250 | 75,000 |
| | Conveyance Allowance | 800 | 9,600 |
| | Medical Reimbursement | 1,250 | 15,000 |
| | Children Education Allowance | 2,000 | 24,000 |
| | Special Allowance | 3,540 | 42,480 |
| | Subtotal I / Gross Pay | 23,740 | 2,84,880 |
| B | Professional tax | 200 | 2,400 |
| | PF Employer | 900 | 10,800 |
| A-B | Net Salary | 22,640 | 2,71,680 |
| Benefits | | | |
| C | PF Employee | 900 | 10,800 |
| | Gratuity | 360 | 4,320 |
| | SubTotal II | 1,260 | 15,120 |
| Total A + C | Cost to the Company | 25,000 | 3,00,000 |
| | Performance Enhanced Incentives | 15,000* | 1,80,000* |
| <p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. | | | |

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

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Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


REGISTRAR


10th Mar 2020

Ref: iOPEX/RRF3748.CAN4818/6800

APPOINTMENT LETTER

Ms. Rohit Ramesh Ramani
#1059, 6th Block, Janapriya Heavens Apts,
Allalasandra, Yelahanka, Bangalore,
Karnataka, 560065

Dear Ramani

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

Registrar
BANGALORE

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.

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 Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.



This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Rohit Ramesh Ramani

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.

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.

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.

Signature


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"



29-Feb-2020

Mr. Sushanth R Acharya
Bangalore

Dear Sushanth R Acharya,

Offer Letter

We are pleased to offer you the position of “**Cus t o m e r Su p p o r t**” 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.

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:

Sushanth R Acharya

04-Mar-2020

Offer Letter

9 June 2020

Ms. Hiba Siddiqua S

Dear Hiba Siddiqua S

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.

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.

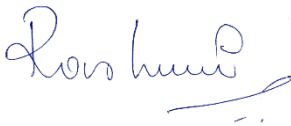
Other Conditions

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: _____

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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Regd.Office: D - 58, Basement, Kalka Ji, New Delhi - 110019 | CIN: U72900DL2011PTC220728



Offer Letter

9 June 2020

Ms. Keerthi P

Dear Keerthi P

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.

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

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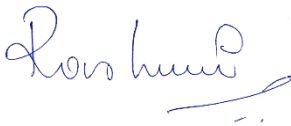
Other Conditions

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: _____

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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Offer Letter

9 June 2020

Ms. Sahana Y S

Dear Sahana Y S

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.

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

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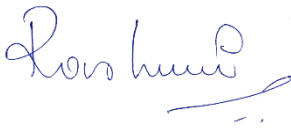
Other Conditions

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: _____

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)
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 - Xth Std. Passing Certificate
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OFFER LETTER

30/1/2020

Dear Pruthvi Thimmaiah T,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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 a 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.


REGISTRAR


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** - Pruthvi Thimmaiah T



_____ **Date**

Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Md Khadir Ahmed,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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.

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2.1 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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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.

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


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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 a 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.


REGISTRAR


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** - Md Khadir Ahmed



_____ **Date**

Jasna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Prashanth S,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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 a 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.

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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** - Prashanth S



Date



OFFER LETTER

30/1/2020

Dear Sankeerth K,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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.

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9 Confidentiality

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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** - Sankeerth K



Sankeerth K
REGISTRAR
The seal 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 blue, serif font.

OFFER LETTER

30/1/2020

Dear Jude Emmanuel Peeriz,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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


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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._

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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 a 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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REGISTRAR


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** - Jude Emmanuel Peeriz **Date**



OFFER LETTER

30/1/2020

Dear Bharat M Tevarannavar,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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

I have read and accept this offer of employment.

_____ **Signature** - Bharat M Tevarannava **Date**



Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Bharath H N,

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

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

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Yours faithfully,

For Madhus Garage Equipment Pvt. Ltd.,

Ravi B M - Managing Director


REGISTRAR


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

I have read and accept this offer of employment.

_____ **Signature** - Bharath H N



OFFER LETTER

30/1/2020

Dear Rohith Sarma H S,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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.

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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

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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 a 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.


REGISTRAR


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** - Rohith Sarma H S



_____ **Date**

Sarva
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Akshay C Urs,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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** - Akshay C Urs



OFFER LETTER

30/1/2020

Dear Manoj Kishore S,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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

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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.

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


REGISTRAR


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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.

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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.

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

I have read and accept this offer of employment.

_____ **Signature** - Manoj Kishore S



Date



OFFER LETTER

30/1/2020

Dear Kshitij Vishal,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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REGISTRAR


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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 a 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.


REGISTRAR


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** - Kshitij Vishal



Date



OFFER LETTER

30/1/2020

Dear Syed Abdul Matheen,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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** - Syed Abdul Matheen

_____ **Date**

MADHUS



Jasna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Mohammed Kamraan,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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REGISTRAR


9 Confidentiality

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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.

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Acceptance of Offer

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

I have read and accept this offer of employment.

_____ **Signature** - Mohammed Kamraan **Date**



Jasna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Buvan Kumar,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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.

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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 a 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.


REGISTRAR


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** - Buvan Kumar



Date

Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Nithin Kumar M,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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 a 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.

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


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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** - Nithin Kumar M



Date

Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Vijetha Gurunatha Managoli,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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.

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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

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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REGISTRAR


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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.

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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** - Vijetha Gurunatha Mandate



Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Shashi Shekar J,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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.

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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 a 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.


REGISTRAR


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** - Shashi Shekar J



Date

Shashi
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Akshay S R,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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 a 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.

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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** - Akshay S R



Date



OFFER LETTER

30/1/2020

Dear Nikhil A B,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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.

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9 Confidentiality

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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 - Nikhil A B



OFFER LETTER

30/1/2020

Dear Ritesh Pathak,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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._

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


REGISTRAR


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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 a 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.


REGISTRAR


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** - Ritesh Pathak



Date



OFFER LETTER

30/1/2020

Dear Adnan Ahmed Khan,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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 a 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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10.1 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.


REGISTRAR


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** - Adnan Ahmed Khan



_____ **Date**

Jasna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Ajay Kumar Singh,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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** - Ajay Kumar Singh



_____ **Date**

Jayama
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Junaid Mohammed Khan,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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 a 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.


REGISTRAR


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** - Junaid Mohammed Khan **Date**



Junaid
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Mohammed Faraz Khan,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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.

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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 Faraz Khan **Date**



OFFER LETTER

30/1/2020

Dear Shashanka S,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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


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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.

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9 Confidentiality

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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.

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Acceptance of Offer

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

I have read and accept this offer of employment.

_____ **Signature** - Shashanka S



Date

Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Puneet Kumar Sharma,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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REGISTRAR


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

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REGISTRAR


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** - Puneet Kumar Sharma **Date**



OFFER LETTER

30/1/2020

Dear Steve Jose,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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.

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

I have read and accept this offer of employment.

_____ **Signature** - Steve Jose



OFFER LETTER

30/1/2020

Dear Gokulakannan M,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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.

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

Thanking You,

Yours faithfully,

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Ravi B M - Managing Director


REGISTRAR


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

I have read and accept this offer of employment.

_____ **Signature** - Gokulakannan M



Date

Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Gopinath V,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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

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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 a 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.


REGISTRAR


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** - Gopinath V



Date



OFFER LETTER

30/1/2020

Dear Chittela Harsha Vardhan Reddy,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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 a 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.

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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** - Chittela Harsha Vardha Reddy



Janu
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Saiganesh S R,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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

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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._

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

I have read and accept this offer of employment.

_____ **Signature** - Saiganesh S R



Date



OFFER LETTER

30/1/2020

Dear Bandi Samuel Paul,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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REGISTRAR


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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.

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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 a 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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REGISTRAR


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** - Bandi Samuel Paul



_____ **Date**

Samuel
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Siddharth M,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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.

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Acceptance of Offer

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

I have read and accept this offer of employment.

_____ **Signature** - Siddharth M



OFFER LETTER

30/1/2020

Dear Sanagaram Lakshmi Narasimha Vishal,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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2. Compensation and Benefits:

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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

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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._

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

I have read and accept this offer of employment.

_____ **Signature** - Sanagaram Lakshmi N. Dasimha Vishal



Sanu
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Sagar A K,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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.

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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

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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.


REGISTRAR


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** - Sagar A K



Sagar
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Mohith N,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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.


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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.

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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.

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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** - Mohith N



Date



OFFER LETTER

30/1/2020

Dear Mohammed Aakifulla,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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

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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.

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


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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.

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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.

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Acceptance of Offer

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

I have read and accept this offer of employment.

_____ **Signature** - Mohammed Aakifulla

Date

MADHUS

Jasna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear K S Rathan,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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2. Compensation and Benefits:

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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.


REGISTRAR


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** - K S Rathan



Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore

OFFER LETTER

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 **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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.


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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.

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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 a 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.

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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



Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar

OFFER LETTER

30/1/2020

Dear Suresh K Nabhapur,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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.

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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.

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9 Confidentiality

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Acceptance of Offer

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

I have read and accept this offer of employment.

_____ **Signature** - Suresh K Nabhapur



_____ **Date**

Sanna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar
BANGALORE

OFFER LETTER

30/1/2020

Dear Vidyasagar R,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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

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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.

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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.


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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._

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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 a 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.


REGISTRAR


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** - Vidyasagar R



Date



OFFER LETTER

30/1/2020

Dear Praveen Kumar Reddy,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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REGISTRAR


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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 a 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.

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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.

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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** - Praveen Kumar Reddy **Date**



OFFER LETTER

30/1/2020

Dear Ramakant Bennalli,

This is with reference to the interview you had with us recently. We are pleased to offer you the position of an **Trainee** 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 **Trainee**, 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.

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2.1 Upon confirmation of employment, you will be inducted as an Trainee with an Annual CTC of Rs.260000/-.

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.

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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.


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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.

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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 a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.

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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** - Ramakant Bennalli



_____ **Date**

Janna
REGISTRAR
PRESIDENCY UNIVERSITY
Bangalore
Registrar



VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

JOB OFFER LETTER

Date: 21-Nov-2019

Name Of the Candidate: Rakesh B
Name of College: Presidency University
Location: Bangaluru
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear Mr.Rakesh B,

With reference to your application and the interview you had with us on **21-November-2019**, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 10th-September-2020.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-September-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

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

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

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

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



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

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

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

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

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

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

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

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

8. Their Should not be any **reappear/backlog** at the time of joining .In that scenario the joining offer will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)

9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,



Jasmeet Sharma
CEO ,

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





You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

Praajna K
9845569916
praajna1212@gmail.com

29-April-2021

Dear Praajna K

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

GROSS SALARY

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Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 350000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct. Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November .Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,

Dipti Yadav

Manager - Human Resources

For and on behalf of

Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, Praajna K, s/o/d/o _____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature _____ Date _____

(Praajna K)



You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

Sumera Banu
9071271820
sumerashaik1998@gmail.com

29-April-2021

Dear Sumera Banu

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

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