

### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  


**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

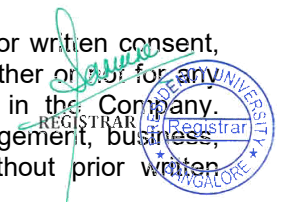
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

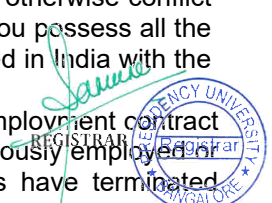
During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated





and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

### 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

### 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**SahanaS Rao**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:



10 May 2021

Shivam Kumar Singh  
4th main d cross byatarayanapura new extension  
Bangalore 560026  
India

**Private & Confidential**

Dear Shivam,

**Congratulations, and welcome to Dell!**

We are pleased to extend our offer of employment to Shivam Kumar Singh (employee hereafter "you/your") with EMC INDIA S/W & SERV PVT ("the Company") conditional on the successful completion of the Company's Background Checks, and subject to the attainment of work permit, employment pass or employment visas, as may be applicable.

Your title will be Associate Sales Engineer Analyst at career level Individual Contributor I5, reporting to Bhupendra Singh (1021315), Manager 1, Sales Engineer Analyst. Your start date is 31 May 2021.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

**Core Business Hours**

Your working hours shall be the number of hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company (inclusive of a lunch break). Please take note that certain functions such as Sales, Technical Support, Manufacturing, Information Services require staggered/shift hours.

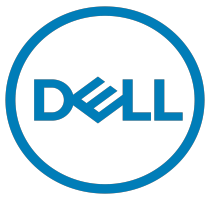
**Place of Work**

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work, either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

**Compensation**

We are pleased to offer you a compensation package consisting of the following element(s):





**Base Salary** of INR631,000.00 per annum.

Base salary is comprised of Basic and Basket of allowances. Basic is INR 252,400.00. Basket of allowances is INR 378,600.00.

\*The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

### **Retirals**

Retirals is comprised of PF and Gratuity. PF is 12% Annual. Gratuity is 4.81% Annual.

\*\*\***Gratuity**: Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act

\*\*\*\***PF contribution**: If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary in the salary table above is INR 6000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

\*\*\*\*\* PF contribution for International workers : If you are an International Worker as defined in EPF Act 1952, holding a passport other than "Indian passport" or you are an OCI(Overseas Citizen of India) card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contributions made accordingly. Illustration: If your monthly basic salary is INR 20,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7200. Both Employer and Employee contribution to PF will be INR 7200 each .

You will be entitled to all employee benefits including benefits through Employee Welfare Fund which is a contributory fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employee Welfare Fund.

### **Incentive Bonus Plan**

You will be eligible for an annual bonus of **5%** of your base salary on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus, depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company's fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

**Total On-Target Remuneration** will be INR662,550 plus Retirals per annum.

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. We will advise you of the relevant date of payment.

**Total Cost to Company** will be INR704,978 per annum

  
REGISTRAR  




## **Benefits**

The Company offers a variety of benefits to assist you and your family. You will enjoy all benefits in accordance with the Company's prevailing policy and practice. A summary of these benefits will be made available for your access after onboarding. The Company reserves the right, at its absolute discretion, to vary or amend the terms of any benefit or existing benefit policy offered in accordance with applicable local law.

## **Mileage reimbursement**

Employees who are required to use their personal automobiles for business purposes will be reimbursed for mileage in accordance with applicable law and the Company's policy, as it may be amended from time to time.

## **Probation**

Your first 6 months of service will be of a probationary nature. The Company may waive or reduce the probation period at its discretion. You are deemed to have successfully completed your probationary period after 6 months unless otherwise informed in writing by the Company. For a person whose immediate previous employment is with any of the Dell group of companies, this clause shall not be applicable.

## **Notice Period and Termination**

During the probationary period, your employment may be terminated by either party at any time by giving to the other party written notice of not less than **30 days** or salary in lieu thereof at the sole discretion of the Company.

Upon satisfactory completion of probation, your employment may be terminated by either party at any time by giving to the other party **60 days** written notice prior to the termination date or salary in lieu at the sole discretion of the Company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment (including employment during your probationary period) forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, serious misconduct, a breach of any Dell policy including but not limited to the Code of Conduct; or commit any act of fraud or dishonesty or any criminal offense. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination.

In the event of termination of services, you agree and authorize the Company to offset payment of any pro-rated allowance advances, and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to Dell all originals and copies of materials, documents and property of Dell which are in your possession or control.

## **Restraint:**

In addition, for a period of one year after termination of employment with the Company, you shall not approach or communicate with any customers of the Company, nor solicit or endeavor to take away from the Company, the business or any customers or clients of the Company. You further agree not to, for a period of [one year] after termination of employment with the Company, approach any employee of the Company or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.

## **Code of Conduct**







The company's Code of Conduct sets out the standards of business conduct to which all employees are expected to adhere. We take our Code of Conduct very seriously in order to maintain the highest possible standard of ethics. Failure to adhere to the Code of Conduct is a disciplinary offence and may result in dismissal. A copy of the Code of Conduct shall be given to you in your Employee Orientation Program on joining. If you require a copy of any of the company's Code of Conduct before signing this employment contract please contact your Recruiter (i.e. signatory on this employment contract).

You should comply with the legal requirements of each country in which the Company conducts business and shall employ the highest ethical standards in your dealings. Use of any company assets for unlawful purposes is strictly prohibited.

In the event of you working in the premises of any other Company, you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

### **Data Protection**

EMC INDIA S/W & SERV PVT will obtain, hold and use personal data relating to you in the context of your employment, including, but not limited, your name, number, cost centre, address, emergency contact details (e.g. home telephone number), educational details/history/qualifications and employment history, proof of right to work, any director or officer posts held, outcomes of any pre-employment screening, salary information including details on commissions bonuses and profit share, pension, stock option rights and details related thereto as well as additional benefit details, job description, job level, job grade, performance plans and performance rating details including sales and margin targets and achievements, Individual Work history.

The purposes of such processing are to administer and manage the employment relationship we have with you, and may include disaster recovery data duplication, administering and maintaining personnel records (includes sickness and other absence records), assessing fitness for work, paying and reviewing salary, bonus, profit share and other benefits (if any), providing and administering benefits such as pension, stock purchase and stock option programmes, life, health and medical insurance, analysing sales and sales related activity, career and succession planning, performance appraisals and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, carrying out activities related to compliance with the company's policies and procedures, providing references and information to future employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of EMC INDIA S/W & SERV PVT or any part of EMC INDIA S/W & SERV PVT's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by EMC INDIA S/W & SERV PVT, any other EMC INDIA S/W & SERV PVT. company or any third party charged with providing services, information or benefits related to the employment and you further consent to transfer of data to a EMC INDIA S/W & SERV PVT company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. EMC INDIA S/W & SERV PVT will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.

### **Confidentiality Obligation**

You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your employment, except as required in the performance of your assignment for the Company or as authorized in writing by the Company. Such Information shall include what you learn or originate during your employment which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to the Company. If in doubt, you will promptly consult your supervisor. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in sub-paragraphs below.

a) Computer products, Company processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;





- b) Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;
- c) Information relating to Company employees; actual and anticipated relationships between the Company and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans;
- d) Information relating to the Company's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to the Company by customers or vendors.

You will not use in your work or disclose to the Company any confidential or proprietary information of a third party unless the Company first receives written authorization from the third party allowing the use or disclosure of such information and unless the Company agrees in writing to receive such information on terms acceptable to the Company. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to the Company and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

For a period of one (1) year after leaving the Company's employment, you will give written notice to the new employer of your obligations regarding Intellectual Property, Confidential and Proprietary Information.  
For a period of one (1) year after termination of this Contract for whatever cause, you shall not solicit or endeavor to take away from the Company the business of any customers or clients of the Company.

### **Intellectual Property and Copyright**

While you are an employee of the Company, you will promptly disclose to the Company, all Intellectual Property developed by you, solely or jointly with others, in the course of your employment. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to the Company's business or results from the use of the Company's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is the Company's property. You will assign to and agree to assign to the Company and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist the Company in all ways, including giving evidence and executing any documents deemed helpful or necessary by the Company to establish, perfect, and register worldwide, at the Company's expense, such rights in Intellectual Property. You will not do anything in conflict with the Company's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of the Company in its Intellectual Property, you will promptly notify the Company of such infringement and assist the Company in all ways to protect its Intellectual Property.

You hereby agree that the Company will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any employment with the Company. If requested to, and at no further expense to the Company, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in the Company and its nominees of such copyrights.





You further agree that the Company may use your name, voice, picture or likeness in the Company's advertising, training advertisement and other materials without payment or separate compensation to you both during and following your employment with the Company.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all originals and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company. The purpose of the exit interviews will be to review confidential and proprietary information known or possessed by you and to confirm the Company's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to the Company and its ownership of intellectual property.

### **Export Compliance**

You will not export or otherwise transfer out of India or release to any person, Controlled Technology or Software, during or after employment with the Company, except as authorized in writing by the Company. Controlled Technology or Software is technology or software controlled under the U.S. Export Administration Regulations and includes, but is not limited to:

- Confidential and Proprietary Information of the type described in paragraph 4(a) above, to the extent that such information is not otherwise publicly available;
- Technical information of EMC INDIA S/W & SERV PVT, its affiliates, its customers or other third parties that is in use, planned, or under development, such as but not limited to: manufacturing and/or research processes or strategies (including design rules, device characteristics, process flow, manufacturing capabilities and yields); computer product, process and/or devices (including device specification, system architectures, logic designs, circuit implementations); software product (including operating system adaptations or enhancements, language compilers, interpreters, translators, design and evaluation tools, and application programs); and any other databases, methods, know-how, formulae, compositions, technological data, technological prototypes, processes, discoveries, machines, inventions, and similar items;
- Information relating to future plans of EMC INDIA S/W & SERV PVT, its affiliates, its customers and other third parties, such as but not limited to: marketing strategies; new product research pending projects and proposals; proprietary production processes; research and development strategies; and similar items.
- Release includes disclosure to any person, oral exchange, and application to situations abroad of personal knowledge or technical experience. If you have any doubts regarding whether particular information is Controlled Technology or Software, please consult your manager, EMC INDIA S/W & SERV PVT's Legal Department, or EMC INDIA S/W & SERV PVT's Export Compliance Organization.

**Training:** The Company may also send you abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of you being sent abroad for specific skills training, you will repay to the Company, all of the costs paid to you or incurred on your behalf for this training.

The company reserves the right to review the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

**Recovery of dues:** In the event of any financial recovery to be made from you, the Company shall also be entitled to offset payment of any prorated allowance advances against salary due and to withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except by a written communication by the Company.

**Secondary employment and outside business ventures:** While in the employment of the Company, you shall not undertake employment with any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.





**Correctness of Information:** This appointment is based on the information supplied by you in your application for employment. This appointment will be treated as "null and void" if any material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you, to the company.

**Service rules:** For all other matters, not specified herein, you shall be governed by the company's policies, conditions of service, service rules and amendments made and communicated from time to time.

**Retirement**

You shall retire on the attainment of sixty two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.

Regards,

Savneet Shergill  
Talent Acquisition Senior Director

**Confirmation of Acceptance**

I, Shivam Kumar Singh, confirm that I have read, understood and accept the terms and conditions of employment with Dell. I authorize the Company to make deductions from my wages pursuant to clause "remuneration" of this agreement.

I confirm that I will commence employment with Dell on 31 May 2021.

{{SigB\_es\_:signer1:signatureblock}}      {{Dte\_es\_:signer1:date}}

Shivam Kumar Singh

\_\_\_\_\_  
Shivam Kumar Singh

\_\_\_\_\_  
Date

We have partnered with a vendor to enable you to review and accept employment related documents electronically in an efficient, secure and protected manner. The documents are encrypted. Your electronic signature cannot be changed once signed. You will be able to print out full copies of your signed documentation for your records. Within each document, the system will guide you to all relevant sections which need to be completed and signed.





By signing electronically, you acknowledge and agree that an electronic signature by you will have the same force and effect as your original handwritten signature.

Electronic is our preferred, and most efficient, method for managing the documentation. However, if you prefer, you can print and sign all of the documents, and scan and email the originals to Robert Rahul / Robert.Rahul@dell.com. If you need to return the documentation in a different manner, please let your recruiter know.

{{SigB\_es\_:signer1:signatureblock}}      {{Dte\_es\_:signer1:date}}

Shivam Kumar Singh

\*\*This offer of employment is subject to the submission of your awaited Marks Cards & Provisional / Convocation Certificate. In the event, the Marks Cards & Provisional / Convocation Certificate are not submitted within the first 90 days of joining the company or you fail to clear the exams, the offer letter shall stand withdrawn and cancelled with immediate effect.

*Shivam*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE





08-Jun-2021

**Dear Shivani Suvarna,**  
B.Tech/B.E., Electronic Communication & Engineering  
Presidency University

**Candidate ID – 16394540**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

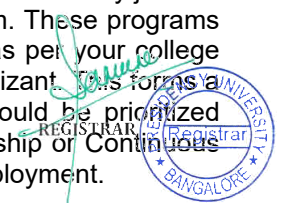
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

### Compensation and Benefits

**Name:** Shivani Suvarna

**Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  


## Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### 1. Duties and Responsibilities

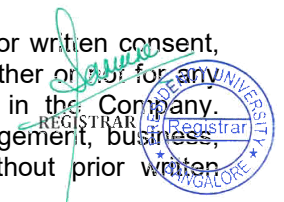
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.





permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

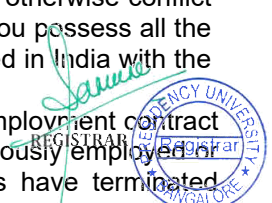
During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated



and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

### 16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

### 17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

### 18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

### 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Shivani Suvarna**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:

  
REGISTRAR  




08-Jun-2021

**Dear Subham Dey,**  
B.Tech/B.E., Electronic Communication & Engineering  
Presidency University

**Candidate ID – 16394964**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

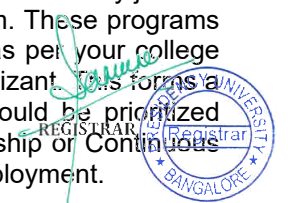
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.





### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

### Compensation and Benefits

**Name:** Subham Dey

**Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  


**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

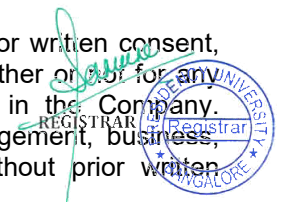
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

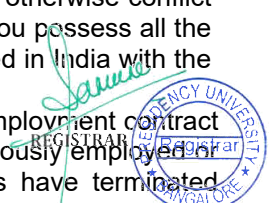
During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated





and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

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If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

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You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

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The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

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Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Subham Dey**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:





08-Jun-2021

**Dear Anagha S,**  
B.Tech/B.E., Electronic Communication & Engineering  
Presidency University

**Candidate ID – 16394538**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** /- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

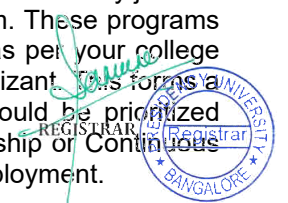
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

### Compensation and Benefits

**Name:** Anagha S

**Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  




**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

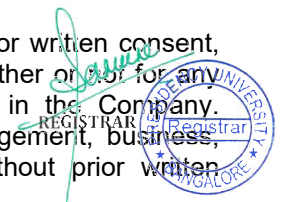
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

**16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

**17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Anagha S**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:







08-Jun-2021

**Dear Kavya M,**  
B.Tech/B.E., Electrical & Electronics Engineering  
Presidency University

**Candidate ID – 16394484**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500** /- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

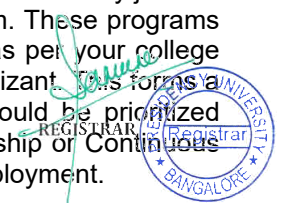
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.





### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

### Compensation and Benefits

**Name:** Kavya M

**Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  


**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

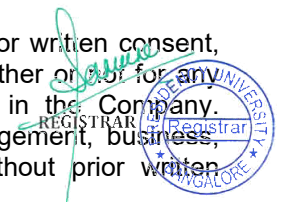
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

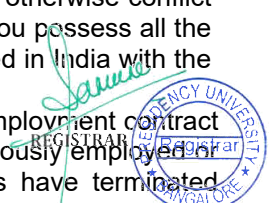
During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated





and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

**16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

**17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Kavya M**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:





08-Jun-2021

Dear Jeevita Shetty,  
B.Tech/B.E., Mechanical Engineering  
Presidency University

**Candidate ID – 16394439**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

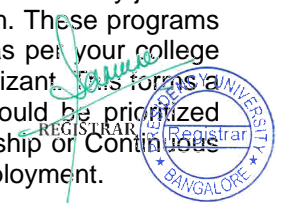
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

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At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

### Compensation and Benefits

**Name:** Jeevita Shetty **Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
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	<b>Annual Total Compensation</b>		<b>382,488</b>
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	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

• From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  




**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

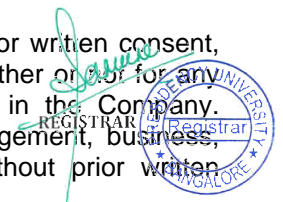
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### **4. Confidentiality**

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

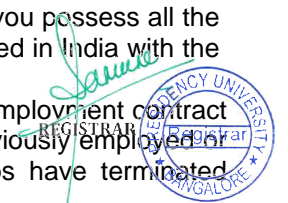
During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated



and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

**16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

**17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited****Jeevita Shetty**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:

  
REGISTRAR  






08-Jun-2021

**Dear Kushank Narendra,**  
B.Tech/B.E., Mechanical Engineering  
Presidency University

**Candidate ID – 16371701**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

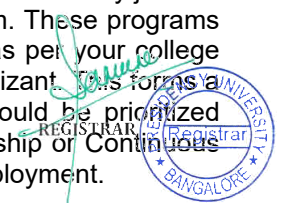
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.





### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

### Compensation and Benefits

**Name:** Kushank Narendra

**Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
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1	Earned Leave	18
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\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

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REGISTRAR  


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Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

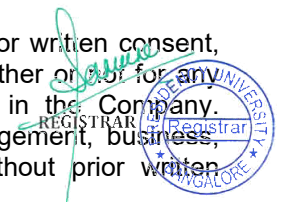
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated



and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

**16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

**17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited****Kushank Narendra**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:

*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Mr. Prakyath S. Arya,**  
#22, Gadi Mudanna Road,  
Kamakshipalya, Bangalore,  
Karnataka – 560 079.

9<sup>th</sup> May 2021

**Dear Prakyath,**

We are pleased to confirm our offer of employment to you as **"Graduate Trainee"** at BIAS InfoTech Pvt Ltd (Company). Initially you will be joining as a **"Trainee"** for a period of two months. During this period, BIAS will provide you training on Oracle Applications and you will be paid a monthly stipend of INR 10,000/- (Rupees ten thousand only). Based on your successful completion of the training and the engineering graduation which you are pursuing currently, you will be onboarded into our company as a full-time employee from **02nd August 2021**. Your compensation as a full time Employee will be **INR 5,00,000/-** (INR Five Lakhs only) per month as outlined in the "Compensation" section below. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

### **Location**

The company's parent organization, BIAS Corporation, is based in Atlanta GA, USA ([www.biascorp.com](http://www.biascorp.com)). It has offices throughout the world. Your primary location will be in the Bangalore office. However, the Company may require you to work at other Company locations within India and at customer sites around the world, including in the US, as and when required. The Company will seek to give you reasonable notice of travel or relocation requirements.

### **Fulltime Employment**

#### **Probation Period**

Once you start with us as a fulltime employee, you will be put on probation for a period of six months. During the probation period, you will be periodically evaluated on your performance. Your confirmation as a regular employee in the company at the end of the probation period is subject to your satisfactory performance. If your performance is not meeting the expectations set by the company at the beginning of the probation period, either your probation period will be extended or your employment with the company will be terminated without further notice.

#### **Employment Bond**

As part of your training, you are also required to sign an employment bond with the Company for two (2) years. During this period of employment bond, an amount of Rs. 3,500 (Rupees three thousand and five hundred only) per month starting from the date of joining will be withheld by the Company as surety. At the end of two years, upon completion of the employment bond, the same shall be refunded by the company without any interest. In the event of breach of the employment bond, you will be required to pay BIAS Infotech Pvt. Ltd. a liquidated sum of Rs. 75,000 (Rupees seventy-five thousand only) as training costs, part of which will be adjusted against the amount withheld in the payroll and the balance if any needs to be paid by you. The company also reserves the right not to issue a relieving letter and an experience letter in the event of breach of the employment bond.

**Compensation**

Your annual salary compensation will be **5,00,000/-** (Rupees Five Lakhs only) on Cost to Company basis. The break-up of the compensation is as below.

Components	Amount PA (in Rs.)
Basic	190,000
House Rent Allowance (HRA)	95,000
Conveyance Allowance	19,200
Leave Travel Assistance	9,500
Education Allowance	2,400
Special Allowance	147,680
<b>Annual Gross Pay (AGP)</b>	<b>463,780</b>
Co.'s Contribution to PF	21,600
Gratuity (4.8% of Basic)	9,120
Medical, GPA and GTL Insurance	5,500
<b>Total Cost to The Company (CTC)</b>	<b>500,000</b>

**Condition of Hire**

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. The confirmation of your employment with BIAS Infotech Pvt. Ltd. is subject to your antecedents and testimonials being verified.

The Annexure to this Offer of Appointment will be treated as an integral part of this letter. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. If these terms are agreeable, please confirm your acceptance per return email to be considered as your acceptance.

We look forward to having you join our team.

**For BIAS Infotech Pvt. Ltd.**



**Pankaj Bora**  
Vice President

## ANNEXURE TO THE LETTER OF EMPLOYMENT

### 1. Employment Agreement

#### a) Code of Conduct

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

#### b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Company or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

#### c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company. If proven that a Conflict of Interest has been created by you by taking up external work for remuneration (part time or otherwise) or work on advisory capacity you shall forfeit all the employment terms with BIAS including any amount owed by us to you and subject to immediate termination without further cause and notice.

### 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / transfer / assignments to sister companies, associate companies, new company offices in different cities, client locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

### 3. Termination of Employment

- a) Either party can terminate this employment by serving a notice of 2 months on the other. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic salary with applicable taxes) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

- b) In case of Employees who are governed by service agreements for serving a minimum stipulated period, the Employee can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.
- c) Unauthorized absence or absence without permission from duty for a continuous period of seven (7) days, would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- d) Reference check may be made from your previous employers and colleges. In case there is any adverse report against you, which in the sole opinion of the Company may be detrimental to the interests of the company, or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

#### 4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

#### 5. Restraints

##### a) Access to Information

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

##### b) Escalation/Exception Reporting

- 1) A set of areas/jobs to be carried out by each function/department will be decided.
- 2) For each area/job - a suitable policy may be formulated/evolved.
- 3) For every policy - standards of measurement may be laid down.
- 4) Goals for year/quarter/month will be periodically reviewed.
- 5) Deviation, if any with regard to policies or standards, will be monitored and brought up for discussion in review meetings, if such deviation could wait till review meeting.
- 6) Alternatively, if such deviation will pose a threat and if it is not corrected, it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment, it will be further escalated to next level.

##### c) Authorization

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

##### d) Smoking

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



e) **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the BIAS management is to be contacted to reset and allow you to use a new password.

f) **Unauthorized Software**

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

g) **Security**

Security is an important aspect of our communication and office infrastructure.

1) **Destroying Papers & Material**

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

2) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

### 6. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and any other documents developed/worked by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

### 7. Jurisdiction

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

### 8. Retirement

You shall automatically retire from the services of the Company at the age of fifty-eight (58) years. For this purpose, the age recorded with the Company based upon the date of birth proof such as Matriculation Certificate, School Leaving Certificate or Passport alone shall be considered as final and conclusive.

### 9. General

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

You shall be present in the office during normal working hours as provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into Company's electronic timesheets on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time- efforts, you shall comply with such requirement also, in addition to Company's timesheet policies.

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

\_\_\_\_\_

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

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ (Mr. Prakyath S. Arya)

**Ms. Shirisha R,**  
D/o. Mr. C. Rama Reddy  
Kadalaveni, Gauribidanur,  
Chikkaballapur Dist.

9<sup>th</sup> May 2021

**Dear Shirisha R,**

We are pleased to confirm our offer of employment to you as "**Graduate Trainee**" at BIAS InfoTech Pvt Ltd (Company). Initially you will be joining as a "**Trainee**" for a period of two months. During this period, BIAS will provide you training on Oracle Applications and you will be paid a monthly stipend of INR 10,000/- (Rupees ten thousand only). Based on your successful completion of the training and the engineering graduation which you are pursuing currently, you will be onboarded into our company as a full-time employee from **02nd August 2021**. Your compensation as a full time Employee will be **INR 5,00,000/-** (INR Five Lakhs only) per month as outlined in the "Compensation" section below. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

### **Location**

The company's parent organization, BIAS Corporation, is based in Atlanta GA, USA ([www.biascorp.com](http://www.biascorp.com)). It has offices throughout the world. Your primary location will be in the Bangalore office. However, the Company may require you to work at other Company locations within India and at customer sites around the world, including in the US, as and when required. The Company will seek to give you reasonable notice of travel or relocation requirements.

### **Fulltime Employment**

#### **Probation Period**

Once you start with us as a fulltime employee, you will be put on probation for a period of six months. During the probation period, you will be periodically evaluated on your performance. Your confirmation as a regular employee in the company at the end of the probation period is subject to your satisfactory performance. If your performance is not meeting the expectations set by the company at the beginning of the probation period, either your probation period will be extended or your employment with the company will be terminated without further notice.

#### **Employment Bond**

As part of your training, you are also required to sign an employment bond with the Company for two (2) years. During this period of employment bond, an amount of Rs. 3,500 (Rupees three thousand and five hundred only) per month starting from the date of joining will be withheld by the Company as surety. At the end of two years, upon completion of the employment bond, the same shall be refunded by the company without any interest. In the event of breach of the employment bond, you will be required to pay BIAS Infotech Pvt. Ltd. a liquidated sum of Rs. 75,000 (Rupees seventy-five thousand only) as training costs, part of which will be adjusted against the amount withheld in the payroll and the balance if any needs to be paid by you. The company also reserves the right not to issue a relieving letter and an experience letter in the event of breach of the employment bond.

### Compensation

Your annual salary compensation will be **5,00,000/-** (Rupees Five Lakhs only) on Cost to Company basis. The break-up of the compensation is as below.

Components	Amount PA (in Rs.)
Basic	190,000
House Rent Allowance (HRA)	95,000
Conveyance Allowance	19,200
Leave Travel Assistance	9,500
Education Allowance	2,400
Special Allowance	147,680
<b>Annual Gross Pay (AGP)</b>	<b>463,780</b>
Co.'s Contribution to PF	21,600
Gratuity (4.8% of Basic)	9,120
Medical, GPA and GTL Insurance	5,500
<b>Total Cost to The Company (CTC)</b>	<b>500,000</b>

### Condition of Hire

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. The confirmation of your employment with BIAS Infotech Pvt. Ltd. is subject to your antecedents and testimonials being verified.

The Annexure to this Offer of Appointment will be treated as an integral part of this letter. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. If these terms are agreeable, please confirm your acceptance per return email to be considered as your acceptance.

We look forward to having you join our team.

**For BIAS Infotech Pvt. Ltd.**



**Pankaj Bora**  
Vice President

## ANNEXURE TO THE LETTER OF EMPLOYMENT

### 1. Employment Agreement

#### a) Code of Conduct

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

#### b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Company or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

#### c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company. If proven that a Conflict of Interest has been created by you by taking up external work for remuneration (part time or otherwise) or work on advisory capacity you shall forfeit all the employment terms with BIAS including any amount owed by us to you and subject to immediate termination without further cause and notice.

### 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / transfer / assignments to sister companies, associate companies, new company offices in different cities, client locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

### 3. Termination of Employment

- a) Either party can terminate this employment by serving a notice of 2 months on the other. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic salary with applicable taxes) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

- b) In case of Employees who are governed by service agreements for serving a minimum stipulated period, the Employee can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.
- c) Unauthorized absence or absence without permission from duty for a continuous period of seven (7) days, would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- d) Reference check may be made from your previous employers and colleges. In case there is any adverse report against you, which in the sole opinion of the Company may be detrimental to the interests of the company, or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

#### 4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

#### 5. Restraints

##### a) Access to Information

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

##### b) Escalation/Exception Reporting

- 1) A set of areas/jobs to be carried out by each function/department will be decided.
- 2) For each area/job - a suitable policy may be formulated/evolved.
- 3) For every policy - standards of measurement may be laid down.
- 4) Goals for year/quarter/month will be periodically reviewed.
- 5) Deviation, if any with regard to policies or standards, will be monitored and brought up for discussion in review meetings, if such deviation could wait till review meeting.
- 6) Alternatively, if such deviation will pose a threat and if it is not corrected, it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment, it will be further escalated to next level.

##### c) Authorization

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

##### d) Smoking

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



e) **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the BIAS management is to be contacted to reset and allow you to use a new password.

f) **Unauthorized Software**

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

g) **Security**

Security is an important aspect of our communication and office infrastructure.

1) **Destroying Papers & Material**

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

2) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

### 6. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and any other documents developed/worked by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

### 7. Jurisdiction

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

### 8. Retirement

You shall automatically retire from the services of the Company at the age of fifty-eight (58) years. For this purpose, the age recorded with the Company based upon the date of birth proof such as Matriculation Certificate, School Leaving Certificate or Passport alone shall be considered as final and conclusive.

### 9. General

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

You shall be present in the office during normal working hours as provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into Company's electronic timesheets on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time- efforts, you shall comply with such requirement also, in addition to Company's timesheet policies.

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

\_\_\_\_\_

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

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ (**Ms. Shirisha R**)

**Ms. Pooja M.B,**  
No.2, 2nd Main, 3rd Cross,  
Chamundeshwari Layout,  
Vidyaranyapura,  
Bangalore – 560097

9<sup>th</sup> May 2021

**Dear Pooja M.B,**

We are pleased to confirm our offer of employment to you as "**Graduate Trainee**" at BIAS InfoTech Pvt Ltd (Company). Initially you will be joining as a "**Trainee**" for a period of two months. During this period, BIAS will provide you training on Oracle Applications and you will be paid a monthly stipend of INR 10,000/- (Rupees ten thousand only). Based on your successful completion of the training and the engineering graduation which you are pursuing currently, you will be onboarded into our company as a full-time employee from **02nd August 2021**. Your compensation as a full time Employee will be **INR 5,00,000/-** (INR Five Lakhs only) per month as outlined in the "Compensation" section below. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

### **Location**

The company's parent organization, BIAS Corporation, is based in Atlanta GA, USA ([www.biascorp.com](http://www.biascorp.com)). It has offices throughout the world. Your primary location will be in the Bangalore office. However, the Company may require you to work at other Company locations within India and at customer sites around the world, including in the US, as and when required. The Company will seek to give you reasonable notice of travel or relocation requirements.

### **Fulltime Employment**

#### **Probation Period**

Once you start with us as a fulltime employee, you will be put on probation for a period of six months. During the probation period, you will be periodically evaluated on your performance. Your confirmation as a regular employee in the company at the end of the probation period is subject to your satisfactory performance. If your performance is not meeting the expectations set by the company at the beginning of the probation period, either your probation period will be extended or your employment with the company will be terminated without further notice.

#### **Employment Bond**

As part of your training, you are also required to sign an employment bond with the Company for two (2) years. During this period of employment bond, an amount of Rs. 3,500 (Rupees three thousand and five hundred only) per month starting from the date of joining will be withheld by the Company as surety. At the end of two years, upon completion of the employment bond, the same shall be refunded by the company without any interest. In the event of breach of the employment bond, you will be required to pay BIAS Infotech Pvt. Ltd. a liquidated sum of Rs. 75,000 (Rupees seventy-five thousand only) as training costs, part of which will be adjusted against the amount withheld in the payroll and the balance if any needs to be paid by you. The company also reserves the right not to issue a relieving letter and an experience letter in the event of breach of the employment bond.

**Compensation**

Your annual salary compensation will be **5,00,000/-** (Rupees Five Lakhs only) on Cost to Company basis. The break-up of the compensation is as below.

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Leave Travel Assistance	9,500
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Special Allowance	147,680
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Gratuity (4.8% of Basic)	9,120
Medical, GPA and GTL Insurance	5,500
<b>Total Cost to The Company (CTC)</b>	<b>500,000</b>

**Condition of Hire**

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. The confirmation of your employment with BIAS Infotech Pvt. Ltd. is subject to your antecedents and testimonials being verified.

The Annexure to this Offer of Appointment will be treated as an integral part of this letter. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. If these terms are agreeable, please confirm your acceptance per return email to be considered as your acceptance.

We look forward to having you join our team.

**For BIAS Infotech Pvt. Ltd.**



**Pankaj Bora**  
Vice President

## ANNEXURE TO THE LETTER OF EMPLOYMENT

### 1. Employment Agreement

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You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Company or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

#### c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company. If proven that a Conflict of Interest has been created by you by taking up external work for remuneration (part time or otherwise) or work on advisory capacity you shall forfeit all the employment terms with BIAS including any amount owed by us to you and subject to immediate termination without further cause and notice.

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Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / transfer / assignments to sister companies, associate companies, new company offices in different cities, client locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

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- c) Unauthorized absence or absence without permission from duty for a continuous period of seven (7) days, would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- d) Reference check may be made from your previous employers and colleges. In case there is any adverse report against you, which in the sole opinion of the Company may be detrimental to the interests of the company, or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

#### 4. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

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##### a) Access to Information

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

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- 3) For every policy - standards of measurement may be laid down.
- 4) Goals for year/quarter/month will be periodically reviewed.
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- 6) Alternatively, if such deviation will pose a threat and if it is not corrected, it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment, it will be further escalated to next level.

##### c) Authorization

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

##### d) Smoking

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



e) **Passwords**

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the BIAS management is to be contacted to reset and allow you to use a new password.

f) **Unauthorized Software**

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

g) **Security**

Security is an important aspect of our communication and office infrastructure.

1) **Destroying Papers & Material**

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

2) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

### 6. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and any other documents developed/worked by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

### 7. Jurisdiction

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

### 8. Retirement

You shall automatically retire from the services of the Company at the age of fifty-eight (58) years. For this purpose, the age recorded with the Company based upon the date of birth proof such as Matriculation Certificate, School Leaving Certificate or Passport alone shall be considered as final and conclusive.

### 9. General

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

You shall be present in the office during normal working hours as provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into Company's electronic timesheets on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time- efforts, you shall comply with such requirement also, in addition to Company's timesheet policies.

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

\_\_\_\_\_

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

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ (Ms. Pooja M.B)

**K12 Techno Services PVT. LTD, Bangalore!!Offer Confirmation - Apoorva J Shetru - Trainee - AOL School Business Development-**

Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

Tue 17-Aug-21 4:12 PM

To: Lokesh S - Placement Executive <lokesh.s@presidency.edu.in>

📎 1 attachments (24 KB)

annexure to offer letter (2).docx;

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**From:** Apoorva Shetru <apoorva.shetru@gmail.com>

**Sent:** Thursday, May 6, 2021 1:19 PM

**To:** Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

**Subject:** Fwd: Attn - Offer Confirmation - Apoorva J Shetru - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD, Bangalore!!

----- Forwarded message -----

From: **Apoorva Shetru** <[apoorva.shetru@gmail.com](mailto:apoorva.shetru@gmail.com)>

Date: Wed, May 5, 2021, 22:59

Subject: Fwd: Attn - Offer Confirmation - Apoorva J Shetru - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD, Bangalore!!

To: Siddharth Mudigulam <[sid.mudigulam@gmail.com](mailto:sid.mudigulam@gmail.com)>

----- Forwarded message -----

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, May 5, 2021, 22:08

Subject: Attn - Offer Confirmation - Apoorva J Shetru - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD, Bangalore!!

To: <[apoorva.shetru@gmail.com](mailto:apoorva.shetru@gmail.com)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Apoorva J Shetru,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 19,350/- (INR Nineteen Thousand Three Hundred Fifty Only) per month**.

Your Date of Joining is **6th May, 2021. (4 months-Training)**. You will not be eligible for any fees for holidays or vacations in the course of your association with us.

K12 Techno Services Pvt Ltd shall not pay any other salary/ fee/ emoluments/ perks/ benefits/ statutory payments (except deducting TDS) to you as a retainer.

Please reply with your acceptance of the offer & Joining Date.

**This will be a complete virtual onboarding where you are required to submit e-scanned copies of the following documents on the joining date.**

- 10th & 12th Passing Certificates/ Mark sheets - Originals and Photocopy
- Graduation certificate/ Mark sheets – Originals and Photocopy
- PG certificate / Mark sheet copies - If any

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appraisal/Promotion/increment letter - both Original and Photocopy – If Any
- Appointment letter of previous company
- Relieving letter of the previous company
- 4 passport size photos
- Cancelled Cheque
- Last 3 Months Payslips and Bank Statement- Photocopy
- Appraisal/Promotion/increment letter - both Original and Photocopy
- Latest Resume

**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha [@Neha Kumari](#) (6366386047)**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Kinjal Agarwal  
K12 Techno Services Pvt Ltd.

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Chetan Singh M - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 10:55 pm

Subject: Attn - Offer Confirmation - Chetan Singh M- Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710100340@presidencyuniversity.in](mailto:201710100340@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Chetan Singh M,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

Your Date of Joining is **6th May, 2021. (4 months-Training)**. You will not be eligible for any fees for holidays or vacations in the course of your association with us.

K12 Techno Services Pvt Ltd shall not pay any other salary/ fee/ emoluments/ perks/ benefits/ statutory payments (except deducting TDS) to you as a retainer.

Please reply with your acceptance of the offer & Joining Date.

You are required to submit the following documents on **6th May, 2021** K12 Techno Services Pvt Ltd, **Bangalore**.

- 10th & 12th Passing Certificates/ Mark sheets - Originals and Photocopy
- Graduation certificate/ Mark sheets – Originals and Photocopy
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appraisal/Promotion/increment letter - both Original and Photocopy – If Any
- Appointment letter of previous company
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- 4 passport size photos
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- Last 3 Months Payslips and Bank Statement- Photocopy
- Appraisal/Promotion/increment letter - both Original and Photocopy
- Latest Resume

**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Sagarika G - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:00 pm

Subject: Attn - Offer Confirmation - Sagarika G - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710100771@presidencyuniversity.in](mailto:201710100771@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Sagarika G,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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Please reply with your acceptance of the offer & Joining Date.

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- Graduation certificate/ Mark sheets – Originals and Photocopy
- PG certificate / Mark sheet copies - If any
- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appraisal/Promotion/increment letter - both Original and Photocopy – If Any
- Appointment letter of previous company
- Relieving letter of the previous company
- 4 passport size photos
- Cancelled Cheque
- Last 3 Months Payslips and Bank Statement- Photocopy
- Appraisal/Promotion/increment letter - both Original and Photocopy
- Latest Resume

**(All the photocopies should be self-attested)**

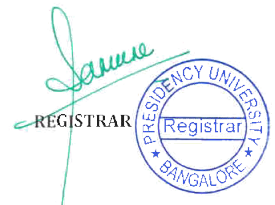
**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.





**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Chethan N - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:10 pm

Subject: Attn - Offer Confirmation - Chethan N - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710101116@presidencyuniversity.in](mailto:201710101116@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Chethan N,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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- Latest Resume

**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Madhusudhan K M - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:15 pm

Subject: Attn - Offer Confirmation - Madhusudhan K M - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710101210@presidencyuniversity.in](mailto:201710101210@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Madhusudhan K M,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Nimra Kaleem - Trainee - AOL School Business Development-**

Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

Tue 17-Aug-21 4:09 PM

To: Lokesh S - Placement Executive <lokesh.s@presidency.edu.in>

📎 1 attachments (24 KB)

annexure to offer letter (2).docx;

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**From:** Nimra Kaleem <nimrakaleem34@gmail.com>

**Sent:** Thursday, May 6, 2021 12:55 PM

**To:** Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

**Subject:** Fwd: Attn - Offer Confirmation - Nimra Kaleem - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

----- Forwarded message -----

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 10:52 pm

Subject: Attn - Offer Confirmation - Nimra Kaleem - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

To: <[Nimrakaleem34@gmail.com](mailto:Nimrakaleem34@gmail.com)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

**Dear Nimra Kaleem,**

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

- Last 3 Months Payslips and Bank Statement- Photocopy
- Appraisal/Promotion/increment letter - both Original and Photocopy
- Latest Resume

**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma  
K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Priyanka D S - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:20 pm

Subject: Attn - Offer Confirmation - Priyanka D S - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710101289@presidencyuniversity.in](mailto:201710101289@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Priyanka D S,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Rejo Thomas - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:25 pm

Subject: Attn - Offer Confirmation - Rejo Thomas - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710101305@presidencyuniversity.in](mailto:201710101305@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Rejo Thomas,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.





**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Sanju T - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:30 pm

Subject: Attn - Offer Confirmation - Sanju T - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[sanjusanu99805@gmail.com](mailto:sanjusanu99805@gmail.com)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear Sanju T,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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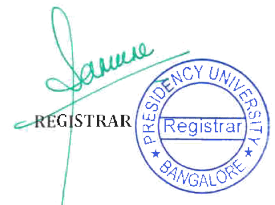
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Warm regards

Nishtha Sharma  
K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - V S V Krishna Prasad - Trainee - AOL School Business Development-**

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, 5 May 2021, 11:35 pm

Subject: Attn - Offer Confirmation - V S V Krishna Prasad - Trainee - AOL School Business Development - K12 Techno Services PVT. LTD. Bangalore!!

To: <[201710101369@presidencyuniversity.in](mailto:201710101369@presidencyuniversity.in)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

Dear V S V Krishna Prasad,

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 23,650/- (INR Twenty Three Thousand Six Hundred Fifty Only) per month**.

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**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!!Offer Confirmation - Nikhil Ramesh - Trainee - AOL School Business Development-**

Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

Tue 17-Aug-21 4:10 PM

To: Lokesh S - Placement Executive <lokesh.s@presidency.edu.in>

📎 2 attachments (34 KB)

annexure to offer letter.docx; NJ Tracker.xlsx;

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**From:** NIKHIL RAMESH <201710101023@presidencyuniversity.in>

**Sent:** Thursday, May 6, 2021 1:00 PM

**To:** Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

**Subject:** Fwd: Attn - Offer Confirmation - Nikhil Ramesh - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

----- Forwarded message -----

From: Offers Orchids <offers@orchids.edu.in>

Date: May 5, 2021 11:36 PM

Subject: Attn - Offer Confirmation - Nikhil Ramesh - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

To: NIKHIL RAMESH <201710101023@presidencyuniversity.in>

Cc:

**Dear Nikhil Ramesh,**

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 19,350/- (INR Nineteen Thousand Three Hundred Fifty Only) per month**.

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- Appraisal/Promotion/increment letter - both Original and Photocopy

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

· Latest Resume

**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma

K12 Techno Services Pvt Ltd.



**K12 Techno Services PVT. LTD. Bangalore!! Offer Confirmation - Sachin Sangamesh Divatagi - Trainee - AOL School Business Development-**

Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

Tue 17-Aug-21 4:08 PM

To: Lokesh S - Placement Executive <lokesh.s@presidency.edu.in>

📎 1 attachments (24 KB)

annexure to offer letter (2).docx;

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**From:** SACHIN SANGAMESH DIVATAGI <201711101147@presidencyuniversity.in>

**Sent:** Thursday, May 6, 2021 12:53 PM

**To:** Mohammed Asif T - Sr. Mngr - Placement <mohammedasift@presidencyuniversity.in>

**Subject:** Fwd: Attn - Offer Confirmation - Sachin Sangamesh Divatagi - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

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**From:** sachin divatagi <sachindivatagi@gmail.com>

**Sent:** Thursday, May 6, 2021 12:52:09 PM

**To:** SACHIN SANGAMESH DIVATAGI <201711101147@presidencyuniversity.in>

**Subject:** Fwd: Attn - Offer Confirmation - Sachin Sangamesh Divatagi - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

----- Forwarded message -----

From: **Offers Orchids** <[offers@orchids.edu.in](mailto:offers@orchids.edu.in)>

Date: Wed, May 5, 2021, 10:08 PM

Subject: Attn - Offer Confirmation - Sachin Sangamesh Divatagi - Trainee - AOL School Business Development- K12 Techno Services PVT. LTD. Bangalore!!

To: <[sachindivatagi@gmail.com](mailto:sachindivatagi@gmail.com)>

Cc: HRops.corporate <[hrops.corporate@orchids.edu.in](mailto:hrops.corporate@orchids.edu.in)>, Neha Kumari <[neha.kumari@orchids.edu.in](mailto:neha.kumari@orchids.edu.in)>, Akash Goswami <[akash.goswami@orchids.edu.in](mailto:akash.goswami@orchids.edu.in)>

**Dear Sachin Sangamesh Divatagi,**

**Congratulations!!!**

As discussed, we are pleased to consider your service for the position of "**Trainee - AOL School Business Development**". You will be associated with **K12 Techno Services Pvt Ltd**. Your service for the organisation will be as a consultant to the organisation being engaged on a retainer basis. The organisation shall provide you with fixed fees of **INR 19,350/- (INR Twenty One Thousand Five Hundred Only) per month**.

Your Date of Joining is **6th May, 2021. (4 months-Training)**. You will not be eligible for any fees for holidays or vacations in the course of your association with us.

K12 Techno Services Pvt Ltd shall not pay any other salary/ fee/ emoluments/ perks/ benefits/ statutory payments (except deducting TDS) to you as a retainer.

Please reply with your acceptance of the offer & Joining Date.

You are required to submit the following documents on **6th May, 2021** K12 Techno Services Pvt Ltd, **Bangalore**.

- 10th & 12th Passing Certificates/ Mark sheets - Originals and Photocopy
- Graduation certificate/ Mark sheets – Originals and Photocopy
- PG certificate / Mark sheet copies - If any

  
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- Aadhaar card copy - Compulsory
- Pan Card copy - Compulsory
- Appraisal/Promotion/increment letter - both Original and Photocopy – If Any
- Appointment letter of previous company
- Relieving letter of the previous company
- 4 passport size photos
- Cancelled Cheque
- Last 3 Months Payslips and Bank Statement- Photocopy
- Appraisal/Promotion/increment letter - both Original and Photocopy
- Latest Resume

**(All the photocopies should be self-attested)**

**Incase of any queries kindly connect with SPOC - Neha kumari - 6366386047**

**Congratulations and We look forward to having you On Board!!**

Warm regards

Nishtha Sharma  
K12 Techno Services Pvt Ltd

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



Ref : Alpha/HR/005/2020-21

Date: 08<sup>th</sup> January 2021

To,

Ms. Arpitha N,

Bangalore.

**Sub : Letter of Offer for employment.**

Dear Ms. Arpitha N, We are pleased to offer you employment with Alpha MERS Ltd.

**Terms of Employment:**

1. Position offered : **Graduate Trainee Engineer.**
2. Your gross salary is **Rs.2,40,000/- per annum.** subject to deduction of Taxes, if applicable.
3. There is a probation period of four months.
4. Six working days in a week
5. Reporting date is 1<sup>st</sup> Feb 2021, if not reported by 1st Feb 2021, this offer is automatically null and void.

Please revert with your confirmation of joining on this date as a token of having read, understood and in accepting terms of employment.

Thanks and Regards,

  
Adalsh

(Manager Admin & HR)



## AlphaMERS Limited

Formerly AlphaMERS Private Limited

Originally incorporated as Alpha Marine Emergency Response Service Private Limited

Regd. Off.: #54, 4<sup>th</sup> Floor, Behind Sri Sai Baba Mandir, TP Venugopal Layout, Anandnagar Main Road

Bangalore – 560024, Karnataka, INDIA

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Ref : Alpha/HR/006/2020-21

Date: 08<sup>th</sup> January 2021

To,

Mr. Sanju S,

Bangalore.

**Sub : Letter of Offer for employment.**

Dear Mr. Sanju S, We are pleased to offer you employment with Alpha MERS Ltd.

**Terms of Employment:**

1. Position offered : **Graduate Trainee Engineer.**
2. Your gross salary is **Rs.2,40,000/- per annum.** subject to deduction of Taxes, if applicable.
3. There is a probation period of four months.
4. Six working days in a week
5. Reporting date is 1<sup>st</sup> Feb 2021, if not reported by 1st Feb 2021, this offer is automatically null and void.

Please revert with your confirmation of joining on this date as a token of having read, understood and in accepting terms of employment.

Thanks and Regards,

  
Adalsh

(Manager Admin & HR)



## AlphaMERS Limited

Formerly AlphaMERS Private Limited

Originally incorporated as Alpha Marine Emergency Response Service Private Limited

Regd. Off.: #54, 4<sup>th</sup> Floor, Behind Sri Sai Baba Mandir, TP Venugopal Layout, Anandnagar Main Road

Bangalore – 560024, Karnataka, INDIA



Ref : Alpha/HR/009/2020-21

Date: 08<sup>th</sup> January 2021

To,

Ms. Kusuma A,

Bangalore.

**Sub : Letter of Offer for employment.**

Dear Ms. Kusuma A, We are pleased to offer you employment with Alpha MERS Ltd.

**Terms of Employment:**

1. Position offered : **Graduate Trainee Engineer.**
2. Your gross salary is **Rs.2,40,000/- per annum.** subject to deduction of Taxes, if applicable.
3. There is a probation period of four months.
4. Six working days in a week
5. Reporting date is 1<sup>st</sup> Feb 2021, if not reported by 1st Feb 2021, this offer is automatically null and void.

Please revert with your confirmation of joining on this date as a token of having read, understood and in accepting terms of employment.

Thanks and Regards,

  
Adalsh

(Manager Admin & HR)



## AlphaMERS Limited

Formerly AlphaMERS Private Limited

Originally incorporated as Alpha Marine Emergency Response Service Private Limited

Regd. Off.: #54, 4<sup>th</sup> Floor, Behind Sri Sai Baba Mandir, TP Venugopal Layout, Anandnagar Main Road  
Bangalore – 560024, Karnataka, INDIA

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HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

**PRIVATE & CONFIDENTIAL**

May 5, 2021

Candidate Name: Akshay kumar Gupta

Candidate Address: 410- Gladiola Gardenia, Thanisandra

Bangalore

India

**OFFER OF EMPLOYMENT ("Offer Letter")**

Dear Akshay kumar,

Welcome to HP!

On behalf of HP PPS Services India Private Limited ("HP" or "the Company"), we are very pleased to extend this offer of employment to you.

**Position**

You will be employed on a Full time basis 40 hours per week within the HPCS Customer Support business group as a Technical Solutions Rep I reporting to Vinay Gubbi Nagaraj or to such other person HP may nominate.

**Conditions and Commencement of Employment**

If you accept this offer, your employment with the Company will commence on June 28, 2021.

As a condition of your employment, you agree to enter into a separate Agreement Regarding Confidential Information and Proprietary Developments ("ARCIPD"), a copy of which is provided to you along with this Offer Letter.

It is important for you to know that this offer of employment is conditional and subject to you successfully passing an employment screening process, which may include criminal or reputational, employment, education and national identification checks/ verifications and depending on your role may also include a medical assessment. If this condition is not satisfied, in HP's reasonable opinion, this offer of employment will be void or will become void, on notice by the Company.

**Location**

Your place of work is BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01), unless notified otherwise, and such other places as we may require.

**Remuneration**

  
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Your total gross annual remuneration is INR 300,000.00 and is made up of the components set forth in the attached Terms and Conditions of Employment ("Terms"), less all applicable tax withholdings and statutory and other deductions.

### **Probationary Period**

You will be on probation for a period of six (6) months from the date of joining. At the end of the probationary period, subject to your satisfactory performance, your service will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probationary period up to an additional three (3) months, as well as the right to terminate your employment during or after the probationary period due to performance. During the probationary period, your employment may be terminated by either party with one (1) month notice in writing or payment of one (1) month salary in lieu of notice.

### **Vacation and Other Leave**

You will be entitled to vacation and other leave, as applicable, in accordance with the Company's vacation and other leave policies or as may otherwise be required by law.

### **Important Note**

This offer of employment is subject to you being able to work legally in India, including where relevant, obtaining and maintaining the necessary work permit and other permits/visas/approvals, as required by the Company or the authorities. If at any time you are not legally allowed to work in India, the Company will be unable to continue with your employment and will immediately commence processing your termination.

To accept and agree to this Offer Letter, including the attached Terms and ARCIPD, please ensure your acceptance is received by 12 May, 2021, after which this Offer Letter will be null and void.

This Offer Letter, together with the attached Terms and ARCIPD, contains the entire agreement between the parties with respect to your employment with the Company, and supersedes any prior agreements, representations, understandings, or negotiations on the same.

We are thrilled to welcome you, to innovate and develop your career in a Company that creates technology with a purpose: to make life better for everyone, everywhere.

If you have any questions regarding this offer of employment, please contact your Talent Acquisition partner.

We have a great history. Together let's make a great future!

Regards,  
Binu Mathew  
Country Director Human Resources







for and on behalf of  
HP PPS Services India Private Limited

I, Akshay kumar Gupta, hereby acknowledge and accept the terms of this Offer Letter and its attachments.

{{Sig1\_es\_:signer1:signature}}

Signature

{{Sig1\_es\_:signer1:date}}

Date

Son or Daughter of:

\_\_\_\_\_  
Father's Name

Employee's Date of Birth (DOB):  
\_\_\_\_\_

## Terms and Conditions of Employment ("Terms")

### Introduction

These Terms outline the general guidelines and conditions of your employment with the Company. Further information on detailed policies, rules and regulations can be found on the Company intranet (which is for viewing by Company employees). Periodically, the Company alters the Terms to reflect changing industry standards and/or the needs of our business. The Company will keep you informed of any changes to these Terms via the Company intranet. It is your responsibility to keep informed of any changes and to have an understanding of these Terms. Your continued employment will constitute your acceptance of any changes to these Terms. Please ensure that you check the Company intranet regularly.

### Hours of Work

You will normally be required to work from 8:30AM – 5:30PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

  
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## Remuneration

Your total gross remuneration will be made up of an annual base salary of INR 120,000.00 ("Base Salary").

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

## Flexible Benefit Plan (FBP)

During your employment, you will be eligible to receive guaranteed benefits under the Flexible Benefit Plan ("FBP") of the Company, up to a maximum annual amount of INR 152,628.00, subject to the terms set out in Annexure I.

## Provident Fund

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, as well as deduct an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

## Gratuity

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 and per HP's Gratuity Policy.

## Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for you. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage in accordance with that Act. Your share of contribution along with the Company's share of contribution will be remitted in accordance with that Act.

## Leave

You are entitled to annual Leave and sickness-cum-casual leave per annum as per the Company's leave policy. You may utilize your leave as per the Company policy.

## Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

  
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### **Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### **Integrity at HP**

The Company has established a company-wide Best Work Environment Policy (BWE), incorporating Integrity at HP. Integrity at HP and associated policies outline the highest principles of business ethics, and clearly define how all Company employees should conduct themselves in the workplace and anywhere the Company does business. They also inform you of your legal and ethical obligations to the Company, its customers, competitors and suppliers and form part of your terms and conditions of employment.

Failure to comply with Integrity at HP and associated policies is misconduct, and may result in disciplinary action, up to and including termination of employment.

### **Transfer**

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another, and/or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary, associate, partner or affiliate companies anywhere in India or abroad depending on the exigencies of the business.

### **Notice of Separation/Termination**

Your services can be terminated by either party giving the other two (2) months' notice in writing ("Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by providing you salary in lieu of the Notice Period.

Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice Period shall be treated as a material breach of your employment contract and the Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to the sum of the notice period, which the Company has the right to deduct from the final payments due to you from the Company. The term "salary" for the above purposes is Basic Salary and 50% FBP only.

In case of your material breach of the Offer Letter and these Terms (together, "Agreement"), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon the termination of your employment for whatever reason, you will immediately return to the Company all books, documents, papers, materials, credit cards and other properties belonging to the Company which may then be in your possession or under your power or control.

You will not, at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

### **General Conditions**

Your working hours, weekly offs, periods of work, public holidays, leave rules and other terms and conditions of employment will be governed by the rules and regulations applicable to the business unit to which you will be attached.

  
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Your employment will be governed by the Company's rules and regulations, whether in force now or as may come into force from time to time, even if they are not individually notified to you in writing. The Company has the sole and absolute right and discretion to change any of its rules and regulations at any time to meet exigencies of the business.

If you are absent from the designated office for a period of more than 13 working days without adequate authorization under Company policies, you shall be deemed to have abandoned your employment voluntarily.

**Declaration: Shift Transportation.** I hereby understand that the Company provides the necessary transportation arrangements, free of cost, including a security escort as applicable, for travel to and from my residence and place of work, as stated in the Company's Transport Policy, which can be accessed via the Company intranet.

I acknowledge that the above transport facility is provided by the Company for my safety and security in line with the provisions of the applicable laws. In the event I choose not to avail the above facility on any working day/days, I assume sole responsibility for my safety and security, and shall not hold the Company liable for any loss, injury or damage sustained to my person or property.



**Conflict of Interest (Relieving Letter).** I acknowledge that I am not in direct or indirect employment with any other company/ organization and I am not bound by any agreement/bond restricting me to undertake employment with HP Inc.; I am entitled to undertake a full-time employment with the Company, as per these terms and conditions. I shall furnish relevant documentation (Relieving Letter) to the Company which can be treated as a proof of my official exit from my previous company/organization, if employed earlier, and shall confirm herewith that my joining HP Inc. will be post my official exit from the previous company/ organization.

**Education Undertaking.** I hereby undertake that in case I am unable to furnish a copy of the education certificate and mark sheet to the Company within a reasonable time period, the Company has the right to take an action upon me including termination.

**Undertaking - Compliance with Privacy Obligations and Sharing of Information.** I acknowledge and fully understand that HP Inc. is committed towards safeguarding the privacy and personal information of its employees, customers and any other individual that it may be engaged with and that HP Inc. has in place suitable policies to ensure compliance. I hereby, unconditionally confirm to comply with and abide by the requirements of these policies.

I authorize HP Inc., including its subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives and assignees, and the employees, agents, attorneys, officers and directors of each of them (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, to request and receive information and records concerning me, in either hard copy or electronic formats, which may include, but will not be limited to, identification, criminal history, driving, employment, military, educational records or other information required by HP Inc.'s policies or consistent with HP Inc.'s regular background screening processes and/or procedures.

I further acknowledge that any personal or sensitive personal information or data provided by me to the Authorized Parties in the course of my employment with HP Inc., may be used by HP Inc. for the activities and purposes relating to my employment. I authorize HP Inc. to transfer such personal or sensitive personal information or data to a third-party in India or abroad to the extent required to enable such third-party to perform employment-related services on behalf of HP Inc.

  
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### Choice of Law

The terms of your employment shall be governed by the laws of India, and the Courts of India shall have exclusive jurisdiction.

### Your Annualized Compensation & Benefits Statement

This is your personalized Compensation & Benefits statement.

In case you have any questions or need clarification, please contact your HR manager.

**Name:** Akshay kumar Gupta  
**Place:** BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01)  
**Job Level:** 21 Base  
**Job Function and family:** Customer Solution Center-Technical  
**Job Code:** 00S30A  
**Salary Grade:** M10  
**Effective Date:** 28 Jun, 2021

### Annual in INR

(A) **Basic Salary:** 120,000.00

(B) **Flexible Benefit Plan (FBP):** 152,628.00

(C) **Employer Provident Fund @ 12% of Basic Salary or the statutory Provident Fund wage ceiling amount, whichever is greater:** 21,600.00

(D) **Gratuity @ 4.81% on Basic Salary:** 5,772.00

( Gratuity payout will be made as per policy terms and conditions )

**Total Cost to company:** 300,000.00

  
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## India Flexible Benefits Plan (FBP)- Mainstream Intermediate and below

### 1. House Rent Allowance (HRA)

You will be eligible for a House Rent Allowance (HRA) with Maximum Limit of 60% of Annual Basic. You need to produce supporting documents for the same (e.g. - Declaration & at least one receipt per quarter, as proof of rent, from landlord).

### 2. Leave Travel Allowance (LTA)

You will be eligible for Leave Travel Allowance (LTA) once a year (LTA will be exempt if availed by the employee twice in block of four calendar years).

The calendar years currently applicable are 2018-2021.

Maximum Limit for LTA: 20% of Annual Basic subject to a maximum of Rs.200, 000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave.

### 3. Children education allowance for maximum of 2 dependent children:

(Per child per month Rs.100), Max Limit: Rs.2, 400 (annually)

Supporting Documents: Declaration in the payroll tool\*

### 4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel) (Per child per month Rs. 300)

Max Limit: Rs.7, 200

Supporting Documents: Declaration in the payroll tool\*

### 5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/restaurants during the course of the workday)

Maximum Limit: Rs.26,400 (Annually)

Supporting Documents: As per program guidelines

### 6. Bonus/Ex gratia - An amount of Rs.1400/- will be paid out monthly as advance Bonus/Exgratia. For those earning wages up to Rs.21, 000/-pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having wages above Rs.21, 000/-pm this amount will be treated as ex gratia. Max Limit: Rs. 16,800 (Annually)

### 7. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year.

Maximum Limit: 100% of FBP





8. Car Lease Program - Employees can lease a car through an operating lease program and avail tax benefit based on the eligibility. Please refer to the policy for more details.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## Annexure I

### Flexible Benefits Plan (FBP)

\* Employees are liable to provide proof in the event of an evaluation by income tax authorities.

#### Guidelines Governing FBP

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. These benefits are guaranteed as part of your compensation package during employment although may be subject to different treatment upon termination of employment. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to make their selection within two weeks of joining the Company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that year. Exception to this will be made under following circumstances:

- Transfer of the employee from one city to another.
- Change of grade/level.
- Change of residential accommodation.
- Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents.

4. While selecting from the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- 25% of the annual kitty in Q1
- 25% of the annual kitty in Q2, together with the balance of Q1, if any
- 25% of the annual kitty in Q3, together with the balance of Q1 and Q2, if any
- 25% of the annual kitty in Q4, together with the balance of Q1, Q2 and Q3, if any

For the purposes of the plan, the quarters will be as follows:

- Q1 - April, May, June
- Q2 - July, August, September
- Q3 - October, November, December
- Q4 - January, February, March

Any unutilized amount in the kitty on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of the separation of an employee from the services of the Company, only a pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

  
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7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the Company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP 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.

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BANGALORE

A circular blue stamp with the text 'PRESIDENCY UNIVERSITY' at the top and 'BANGALORE' at the bottom. In the center, the word 'Registrar' is written in a blue box. A green signature 'Sanna' is written over the stamp, and the word 'REGISTRAR' is printed in green below the signature.



Armenia  
Azerbaijan  
Belarus  
Cambodia  
China (People's Republic of China)  
Cuba  
Georgia  
Hong Kong  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan  
Laos  
Libya  
Macao (Macau)  
Moldova  
Mongolia  
Myanmar (Burma)  
North Korea (Democratic People's Republic of Korea)  
North Sudan (Khartoum)  
Russia  
Syria  
Tajikistan  
Turkmenistan  
Ukraine  
Uzbekistan  
Venezuela  
Vietnam  
Yemen

**Signature required:** {{Sig1\_es\_:signer1:signature}} **Date:** {{Dte\_es\_:signer:date}}

### **Agreement Regarding Confidential Information and Proprietary Developments**

**Candidate Name:** Akshay kumar Gupta (CID8728634)

**Candidate ID #:** CID8728634

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



1. **Consideration and Relationship to Employment.** As a condition of my employment with HP Inc. Company 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;
- (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.

  
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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 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. **Relief; Extension.** I understand that if I violate this Agreement, 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.

8. **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 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 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.

  
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9. **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.

10. **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.

I accept the offer, Agreement Regarding Confidential Information and Proprietary Developments and all of the documents' terms and conditions above

**For Employee**

{{Sig1\_es\_:signer1:signature}}

\_\_\_\_\_  
Name

{{Dte\_es\_:signer:date}}

\_\_\_\_\_  
Date

**For and on behalf of the company**

**Binu Mathew**  
**Country Director Human Resources**

REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



HP PPS Services India Private Limited

2nd Floor, 24 Salapuria Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

**PRIVATE & CONFIDENTIAL**

April 26, 2021

Candidate Name: A. Keerthana

Candidate Address: No.12,16th cross,Lakshmipuram,Halsuru

Bengaluru

India

**OFFER OF EMPLOYMENT ("Offer Letter")**

Dear A. Keerthana,

Welcome to HP!

On behalf of HP PPS Services India Private Limited ("HP" or "the Company"), we are very pleased to extend this offer of employment to you.

**Position**

You will be employed on a Full time basis 40 hours per week within the HPCS Customer Support business group as a Technical Solutions Rep I reporting to Swapna N Nandan or to such other person HP may nominate.

**Conditions and Commencement of Employment**

If you accept this offer, your employment with the Company will commence on June 28, 2021.

As a condition of your employment, you agree to enter into a separate Agreement Regarding Confidential Information and Proprietary Developments ("ARCIPD"), a copy of which is provided to you along with this Offer Letter.

It is important for you to know that this offer of employment is conditional and subject to you successfully passing an employment screening process, which may include criminal or reputational, employment, education and national identification checks/verifications and depending on your role may also include a medical assessment. If this condition is not satisfied, in HP's reasonable opinion, this offer of employment will be void or will become void, on notice by the Company.

**Location**

Your place of work is BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01), unless notified otherwise, and such other places as we may require.

**Remuneration**

  
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Your total gross annual remuneration is INR 300,000.00 and is made up of the components set forth in the attached Terms and Conditions of Employment ("Terms"), less all applicable tax withholdings and statutory and other deductions.

### **Probationary Period**

You will be on probation for a period of six (6) months from the date of joining. At the end of the probationary period, subject to your satisfactory performance, your service will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probationary period up to an additional three (3) months, as well as the right to terminate your employment during or after the probationary period due to performance. During the probationary period, your employment may be terminated by either party with one (1) month notice in writing or payment of one (1) month salary in lieu of notice.

### **Vacation and Other Leave**

You will be entitled to vacation and other leave, as applicable, in accordance with the Company's vacation and other leave policies or as may otherwise be required by law.

### **Important Note**

This offer of employment is subject to you being able to work legally in India, including where relevant, obtaining and maintaining the necessary work permit and other permits/visas/approvals, as required by the Company or the authorities. If at any time you are not legally allowed to work in India, the Company will be unable to continue with your employment and will immediately commence processing your termination.

To accept and agree to this Offer Letter, including the attached Terms and ARCIPD, please ensure your acceptance is received by 3 May, 2021, after which this Offer Letter will be null and void.

This Offer Letter, together with the attached Terms and ARCIPD, contains the entire agreement between the parties with respect to your employment with the Company, and supersedes any prior agreements, representations, understandings, or negotiations on the same.

We are thrilled to welcome you, to innovate and develop your career in a Company that creates technology with a purpose: to make life better for everyone, everywhere.

If you have any questions regarding this offer of employment, please contact your Talent Acquisition partner.

We have a great history. Together let's make a great future!

Regards,  
Binu Mathew  
Country Director Human Resources





for and on behalf of  
HP PPS Services India Private Limited

I, A. Keerthana , hereby acknowledge and accept the terms of this Offer Letter and its attachments.

Keerthana

Keerthana (Apr 28, 2021 16:49 GMT+5.5)

Signature

Apr 28, 2021

Date

Son or Daughter of:

\_\_\_\_\_  
Father's Name

Employee's Date of Birth (DOB):  
\_\_\_\_\_

## Terms and Conditions of Employment ("Terms")

### Introduction

These Terms outline the general guidelines and conditions of your employment with the Company. Further information on detailed policies, rules and regulations can be found on the Company intranet (which is for viewing by Company employees). Periodically, the Company alters the Terms to reflect changing industry standards and/or the needs of our business. The Company will keep you informed of any changes to these Terms via the Company intranet. It is your responsibility to keep informed of any changes and to have an understanding of these Terms. Your continued employment will constitute your acceptance of any changes to these Terms. Please ensure that you check the Company intranet regularly.

### Hours of Work

You will normally be required to work from 8:30AM – 5:30PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

  
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## Remuneration

Your total gross remuneration will be made up of an annual base salary of INR 120,000.00 ("Base Salary").

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

## Flexible Benefit Plan (FBP)

During your employment, you will be eligible to receive guaranteed benefits under the Flexible Benefit Plan ("FBP") of the Company, up to a maximum annual amount of INR 152,628.00, subject to the terms set out in Annexure I.

## Provident Fund

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, as well as deduct an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

## Gratuity

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 and per HP's Gratuity Policy.

## Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for you. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage in accordance with that Act. Your share of contribution along with the Company's share of contribution will be remitted in accordance with that Act.

## Leave

You are entitled to annual Leave and sickness-cum-casual leave per annum as per the Company's leave policy. You may utilize your leave as per the Company policy.

## Retirement

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

  
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### **Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### **Integrity at HP**

The Company has established a company-wide Best Work Environment Policy (BWE), incorporating Integrity at HP. Integrity at HP and associated policies outline the highest principles of business ethics, and clearly define how all Company employees should conduct themselves in the workplace and anywhere the Company does business. They also inform you of your legal and ethical obligations to the Company, its customers, competitors and suppliers and form part of your terms and conditions of employment.

Failure to comply with Integrity at HP and associated policies is misconduct, and may result in disciplinary action, up to and including termination of employment.

### **Transfer**

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another, and/or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary, associate, partner or affiliate companies anywhere in India or abroad depending on the exigencies of the business.

### **Notice of Separation/Termination**

Your services can be terminated by either party giving the other two (2) months' notice in writing ("Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by providing you salary in lieu of the Notice Period.

Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice Period shall be treated as a material breach of your employment contract and the Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to the sum of the notice period, which the Company has the right to deduct from the final payments due to you from the Company. The term "salary" for the above purposes is Basic Salary and 50% FBP only.

In case of your material breach of the Offer Letter and these Terms (together, "Agreement"), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon the termination of your employment for whatever reason, you will immediately return to the Company all books, documents, papers, materials, credit cards and other properties belonging to the Company which may then be in your possession or under your power or control.

You will not, at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

### **General Conditions**

Your working hours, weekly offs, periods of work, public holidays, leave rules and other terms and conditions of employment will be governed by the rules and regulations applicable to the business unit to which you will be attached.

  
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Your employment will be governed by the Company's rules and regulations, whether in force now or as may come into force from time to time, even if they are not individually notified to you in writing. The Company has the sole and absolute right and discretion to change any of its rules and regulations at any time to meet exigencies of the business.

If you are absent from the designated office for a period of more than 13 working days without adequate authorization under Company policies, you shall be deemed to have abandoned your employment voluntarily.

**Declaration: Shift Transportation.** I hereby understand that the Company provides the necessary transportation arrangements, free of cost, including a security escort as applicable, for travel to and from my residence and place of work, as stated in the Company's Transport Policy, which can be accessed via the Company intranet.

I acknowledge that the above transport facility is provided by the Company for my safety and security in line with the provisions of the applicable laws. In the event I choose not to avail the above facility on any working day/days, I assume sole responsibility for my safety and security, and shall not hold the Company liable for any loss, injury or damage sustained to my person or property.


**Conflict of Interest (Relieving Letter).** I acknowledge that I am not in direct or indirect employment with any other company/ organization and I am not bound by any agreement/bond restricting me to undertake employment with HP Inc.; I am entitled to undertake a full-time employment with the Company, as per these terms and conditions. I shall furnish relevant documentation (Relieving Letter) to the Company which can be treated as a proof of my official exit from my previous company/organization, if employed earlier, and shall confirm herewith that my joining HP Inc. will be post my official exit from the previous company/ organization.

**Education Undertaking.** I hereby undertake that in case I am unable to furnish a copy of the education certificate and mark sheet to the Company within a reasonable time period, the Company has the right to take an action upon me including termination.

**Undertaking - Compliance with Privacy Obligations and Sharing of Information.** I acknowledge and fully understand that HP Inc. is committed towards safeguarding the privacy and personal information of its employees, customers and any other individual that it may be engaged with and that HP Inc. has in place suitable policies to ensure compliance. I hereby, unconditionally confirm to comply with and abide by the requirements of these policies.

I authorize HP Inc., including its subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives and assignees, and the employees, agents, attorneys, officers and directors of each of them (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, to request and receive information and records concerning me, in either hard copy or electronic formats, which may include, but will not be limited to, identification, criminal history, driving, employment, military, educational records or other information required by HP Inc.'s policies or consistent with HP Inc.'s regular background screening processes and/or procedures.

I further acknowledge that any personal or sensitive personal information or data provided by me to the Authorized Parties in the course of my employment with HP Inc., may be used by HP Inc. for the activities and purposes relating to my employment. I authorize HP Inc. to transfer such personal or sensitive personal information or data to a third-party in India or abroad to the extent required to enable such third-party to perform employment-related services on behalf of HP Inc.

  
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### Choice of Law

The terms of your employment shall be governed by the laws of India, and the Courts of India shall have exclusive jurisdiction.

### Your Annualized Compensation & Benefits Statement

This is your personalized Compensation & Benefits statement.

In case you have any questions or need clarification, please contact your HR manager.

**Name:** A. Keerthana  
**Place:** BGC01 - Bangalore, IN-Salarpuria GR Tech Park (BGC01)  
**Job Level:** 21 Base  
**Job Function and family:** Customer Solution Center-Technical  
**Job Code:** 00S30A  
**Salary Grade:** M10  
**Effective Date:** 28 Jun, 2021

### Annual in INR

(A) **Basic Salary:** 120,000.00

(B) **Flexible Benefit Plan (FBP):** 152,628.00

(C) **Employer Provident Fund @ 12% of Basic Salary or the statutory Provident Fund wage ceiling amount, whichever is greater:** 21,600.00

(D) **Gratuity @ 4.81% on Basic Salary:** 5,772.00

( Gratuity payout will be made as per policy terms and conditions )

**Total Cost to company:** 300,000.00

*Sanna*  
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Bangalore  
Registrar  
BANGALORE





## India Flexible Benefits Plan (FBP)- Mainstream Intermediate and below

### 1. House Rent Allowance (HRA)

You will be eligible for a House Rent Allowance (HRA) with Maximum Limit of 60% of Annual Basic. You need to produce supporting documents for the same (e.g. - Declaration & at least one receipt per quarter, as proof of rent, from landlord).

### 2. Leave Travel Allowance (LTA)

You will be eligible for Leave Travel Allowance (LTA) once a year (LTA will be exempt if availed by the employee twice in block of four calendar years).

The calendar years currently applicable are 2018-2021.

Maximum Limit for LTA: 20% of Annual Basic subject to a maximum of Rs.200, 000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave.

### 3. Children education allowance for maximum of 2 dependent children:

(Per child per month Rs.100), Max Limit: Rs.2, 400 (annually)

Supporting Documents: Declaration in the payroll tool\*

### 4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel) (Per child per month Rs. 300)

Max Limit: Rs.7, 200

Supporting Documents: Declaration in the payroll tool\*

### 5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/restaurants during the course of the workday)

Maximum Limit: Rs.26,400 (Annually)

Supporting Documents: As per program guidelines

### 6. Bonus/Ex gratia - An amount of Rs.1400/- will be paid out monthly as advance Bonus/Exgratia. For those earning wages up to Rs.21, 000/-pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having wages above Rs.21, 000/-pm this amount will be treated as ex gratia. Max Limit: Rs. 16,800 (Annually)

### 7. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year.

Maximum Limit: 100% of FBP





8. Car Lease Program - Employees can lease a car through an operating lease program and avail tax benefit based on the eligibility. Please refer to the policy for more details.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## Annexure I

### Flexible Benefits Plan (FBP)

\* Employees are liable to provide proof in the event of an evaluation by income tax authorities.

#### Guidelines Governing FBP

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. These benefits are guaranteed as part of your compensation package during employment although may be subject to different treatment upon termination of employment. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to make their selection within two weeks of joining the Company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that year. Exception to this will be made under following circumstances:

- Transfer of the employee from one city to another.
- Change of grade/level.
- Change of residential accommodation.
- Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents.

4. While selecting from the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- 25% of the annual kitty in Q1
- 25% of the annual kitty in Q2, together with the balance of Q1, if any
- 25% of the annual kitty in Q3, together with the balance of Q1 and Q2, if any
- 25% of the annual kitty in Q4, together with the balance of Q1, Q2 and Q3, if any

For the purposes of the plan, the quarters will be as follows:

- Q1 - April, May, June
- Q2 - July, August, September
- Q3 - October, November, December
- Q4 - January, February, March

Any unutilized amount in the kitty on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of the separation of an employee from the services of the Company, only a pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

  
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7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the Company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

## HP Employee Letter of Assurance Agreement Form

U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP 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.

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BANGALORE

A circular blue stamp with the text 'PRESIDENCY UNIVERSITY' at the top and 'BANGALORE' at the bottom. In the center, the word 'Registrar' is written in a blue box. A green signature 'Sanna' is written over the stamp, and the word 'REGISTRAR' is printed in black below the signature.



Armenia  
Azerbaijan  
Belarus  
Cambodia  
China (People's Republic of China)  
Cuba  
Georgia  
Hong Kong  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan  
Laos  
Libya  
Macao (Macau)  
Moldova  
Mongolia  
Myanmar (Burma)  
North Korea (Democratic People's Republic of Korea)  
North Sudan (Khartoum)  
Russia  
Syria  
Tajikistan  
Turkmenistan  
Ukraine  
Uzbekistan  
Venezuela  
Vietnam  
Yemen

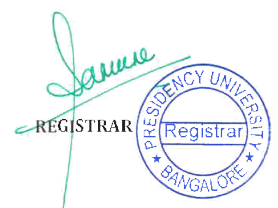
Signature required: Keerthana  
Keerthana (Apr 28, 2021 14:49 GMT+5.5)

Date: Apr 28, 2021

### Agreement Regarding Confidential Information and Proprietary Developments

Candidate Name: A. Keerthana (CID8728350)

Candidate ID #: CID8728350





1. **Consideration and Relationship to Employment.** As a condition of my employment with HP Inc. Company 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;
- (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.

  
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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 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. **Relief; Extension.** I understand that if I violate this Agreement, 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.

8. **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 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 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.

  
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9. **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.

10. **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.

I accept the offer, Agreement Regarding Confidential Information and Proprietary Developments and all of the documents' terms and conditions above

**For Employee**

Keerthana  
Keerthana (Apr 28, 2021 14:49 GMT+5.5)

\_\_\_\_\_  
Name

Apr 28, 2021

\_\_\_\_\_  
Date

**For and on behalf of the company**

Binu Mathew

**Binu Mathew**  
**Country Director Human Resources**

Sanna  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



## Offer Letter

Name: Harshitha M raj  
Date: Monday, June 21, 2021

Dear Ms. **Harshitha M raj** ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" **Company** "), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Friday, June 25, 2021** . Your work location would be **IBC Knowledge Park, Bangalore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

### 6. Department, Designation & Reporting Manager:

Department:	Supply Chain (51000006)
Designation:	Trainee - Order Assessment.
Reporting Manager:	Nirav Gupta (TNL201612041)
Role Location:	IBC Knowledge Park, Bangalore / Bangalore
Sales Circle Location:	AM
BDT Training Location	

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be

  
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posted in the Role Location.

**7. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**8. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

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

**9. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the

  
  
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Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

*This is system generated offer letter and does not require authorized signature.*

  
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Registrar  
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## Offer Letter

Name: JOYNISHA D SOUZA

Date: Monday, June 21, 2021

Dear Ms. JOYNISHA D SOUZA ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" Company "), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Friday, June 25, 2021**. Your work location would be **IBC Knowledge Park, Bangalore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

### 6. Department, Designation & Reporting Manager:

Department:	Supply Chain (51000006)
Designation:	Trainee - Order Assessment.
Reporting Manager:	Nirav Gupta (TNL201612041)
Role Location:	IBC Knowledge Park, Bangalore / Bangalore
Sales Circle Location:	AM
BDT Training Location	

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be

  
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posted in the Role Location.

**7. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**8. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

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

**9. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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Page 2 of 4



**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the

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Registrar

Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

*This is system generated offer letter and does not require authorized signature.*

  
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PRESIDENCY UNIVERSITY  
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## Offer Letter

Name: NIKITHA V

Date: Monday, June 21, 2021

Dear Ms. NIKITHA V ,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (" **Company** "), on the following terms and conditions:

**1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Friday, June 25, 2021**. Your work location would be **IBC Knowledge Park, Bangalore / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

**2. Term:** The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

**3. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 2. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**4. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

**5. Offer of Permanent Position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

### 6. Department, Designation & Reporting Manager:

Department:	Supply Chain (51000006)
Designation:	Trainee - Order Assessment.
Reporting Manager:	Nirav Gupta (TNL201612041)
Role Location:	IBC Knowledge Park, Bangalore / Bangalore
Sales Circle Location:	AM
BDT Training Location	

The training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be

  
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BANGALORE  
COMPANIES ACT, 1956

posted in the Role Location.

**7. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

**8. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

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

**9. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

**10. Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

**12. Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 3 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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REGISTRAR REGISTRAR  
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**14. Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

**16. Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

**17. General Provisions:**

a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the

  
  
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Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

**Think & Learn Pvt. Ltd.**

**Accept Job Offer by signing below**

**Human Resource**

**Signature:**

*This is system generated offer letter and does not require authorized signature.*

  
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## Offer Letter

Ms. Preethi K t

Date: Monday, June 21, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Trainee - Repayment and collections

### Offer Details :

Designation: Trainee - Repayment and collections  
Department: Supply Chain (51000006)  
Sub Department: Digital Finance  
Employment Type: Trainee  
Date of Joining: Friday, June 25, 2021  
Role Location: IBC Knowledge Park, Bangalore  
CTC per Annum: 350000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
5. Or any other applicable statutory deductions

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

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, June 25, 2021 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable including





satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining .

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

*This is system generated offer letter and does not require authorised signature.*

### Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

**Code of Conduct:** Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

**Business Conduct:** Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

### Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate (Provisional Certificate/Course Completion Certificate for Trainees)

  
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9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

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## Offer Letter

Ms. Tejashree Mn

Date: Monday, June 21, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Trainee - Order Assessment.

### Offer Details :

Designation:	Trainee - Order Assessment.
Department:	Supply Chain (51000006)
Sub Department:	Order Fulfillment
Employment Type:	Trainee
Date of Joining:	Friday, June 25, 2021
Role Location:	IBC Knowledge Park, Bangalore
CTC per Annum:	350000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
5. Or any other applicable statutory deductions

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

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You are requested to join the services of the Company not later than Friday, June 25, 2021 , failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable including



satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining .

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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**Code of Conduct:** Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

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11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

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## Offer Letter

Mr. Mohammed Nabeel v

Date: Monday, June 21, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Trainee - Order Assessment.

### Offer Details :

Designation:	Trainee - Order Assessment.
Department:	Supply Chain (51000006)
Sub Department:	Order Fulfillment
Employment Type:	Trainee
Date of Joining:	Friday, June 25, 2021
Role Location:	IBC Knowledge Park, Bangalore
CTC per Annum:	350000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
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Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable including



satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining .

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

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## Offer Letter

Mr. Shridatha T V

Date: Monday, June 21, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Trainee - Order Assessment.

### Offer Details :

Designation:	Trainee - Order Assessment.
Department:	Supply Chain (51000006)
Sub Department:	Order Fulfillment
Employment Type:	Trainee
Date of Joining:	Friday, June 25, 2021
Role Location:	IBC Knowledge Park, Bangalore
CTC per Annum:	350000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
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The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

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You are requested to join the services of the Company not later than Friday, June 25, 2021, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable including



satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining .

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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13. Current/Last company's last three months' payslip(Only for experienced candidate)

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**Offer Letter**

**Name:** Jyothi T  
Presidency University

Dear Jyothi T,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be **Monday 26 April 2021**

On the first day of the employment, please report to:

**Company Address:** JoulestoWatts Business Solutions,  
Vaswani Presidio, 6th Floor, Panathur Main Road, Off Outer Ring Road, Kadubeesanahalli,  
India

**Reporting Time : 9:00 AM**

You will be paid a gross annual salary of **Rs. 2,50,000/- (Two Lakhs Fifty Thousand only)**.


Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**JoulestoWatts Business Solutions Pvt. Ltd**

3rd floor, Vaswani Presidio  
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.



HR Signature

Candidate Signature

## EMPLOYMENT AGREEMENT

### COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Net Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.



**TIME SHEETS:**

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

**Joules to Watts Business Solutions Pvt. Ltd**  
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

**STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

**BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

**MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

**NO-SHOW:**

Failure to report at the specified office on the **Monday 26 April 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

**JOB ROLES & RESPONSIBILITIES:**

You shall be responsible for the performance of the functions expected of **Trainee Consultant-Talent Collaboration** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

**REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

**ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.



**LEAVE:**

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

**HOLIDAYS:**

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

**DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

**INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

**UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

**CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

**NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

**WAIVER:**

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

**JURISDICTION:**

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

**LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

**With Cause:**The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.

(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.

**Joules to Watts Business Solutions Private Limited**

**3rd Floor, Vaswani Presidio, Panathur Main Road,  
Off Outer Ring Road, Bangalore, Karnataka- 560103**

**www.joulestowatts.com**

**CIN : U74900KA2014PTC076748**



**TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

**ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

**COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

**CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

**CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

**PLACE OF EMPLOYMENT AND TRANSFER:**

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.



**PROBATION:**

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

**DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

	April 26, 2021 ----- Date
Signature	



**OFFER LETTER**

05/04/2021

Dear TULASI HEMANTH,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear TEJA R,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill  
VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear BHAGYA V T,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination</li><li>• 12<sup>th</sup> standard or equivalent examination</li><li>• Graduation</li></ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>





08-Jun-2021

Dear Chaitanya Doreywar,  
B.Tech/B.E., Computer Science & Engineering  
Presidency University

**Candidate ID – 16858738**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

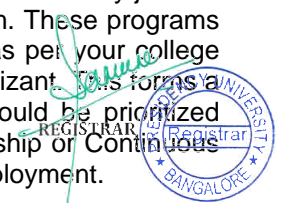
1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

### Compensation and Benefits

**Name:** Chaitanya Doreyawar **Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy



### Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

  
REGISTRAR  


**Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

**1. Duties and Responsibilities**

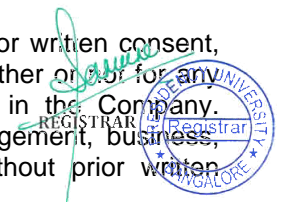
- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

**3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written consent.



permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

#### 4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion.



discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## 8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## 9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## 10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## 11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## 12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## 13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## 14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## 15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company



- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

**16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

**17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

**18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

**19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited****Chaitanya Doreyawar**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:

*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

**OFFER LETTER**

05/04/2021

Dear HIBBAH AMJED,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  




By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination</li><li>• 12<sup>th</sup> standard or equivalent examination</li><li>• Graduation</li></ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>



**OFFER LETTER**

05/04/2021

Dear JIBIN REJI,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill  
VERTEX

  
 REGISTRAR  




**Offer Letter**

**Name:** Lingareddy Charan Saikumar Reddy  
Presidency University

Dear Lingareddy Charan Saikumar Reddy,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be **Monday 26 April 2021**

On the first day of the employment, please report to:

**Company Address:** JoulestoWatts Business Solutions,  
Vaswani Presidio, 6th Floor, Panathur Main Road, Off Outer Ring Road, Kadubeesanahalli,  
India

**Reporting Time : 9:00 AM**

You will be paid a gross annual salary of **Rs. 2,50,000/- (Two Lakhs Fifty Thousand only)**.

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**JoulestoWatts Business Solutions Pvt. Ltd**

3rd floor, Vaswani Presidio  
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.



HR Signature

Candidate Signature



## EMPLOYMENT AGREEMENT

### COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Net Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.

**TIME SHEETS:**

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

**Joules to Watts Business Solutions Pvt. Ltd**  
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital  
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

**STATUTORY BENEFITS:**

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

**BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

**MEDICAL CHECK:**

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

**NO-SHOW:**

Failure to report at the specified office on the **Monday 26 April 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

**JOB ROLES & RESPONSIBILITIES:**

You shall be responsible for the performance of the functions expected of **Trainee Consultant-Talent Collaboration** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

**REVIEW PERIOD:**

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

**ASSIGNMENT:**

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.



**LEAVE:**

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

**HOLIDAYS:**

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

**DOCUMENTATION:**

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

**INDEMNITY:**

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

**UN-AUTHORIZED ABSENCE:**

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

**CONFIDENTIALITY & NON DISCLOSURE:**

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

**NON COMPETE & NON SOLICITATION:**

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

**WAIVER:**

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

**JURISDICTION:**

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

**LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**TERMINATION BY THE COMPANY:**

The company may terminate your services with or without cause under the following conditions:

**With Cause:**The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

**Without Cause:** (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.

(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.

**TERMINATION BY EMPLOYEE:**

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

**MORAL CONDUCT:**

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

**ALTERNATIVE EMPLOYMENT:**

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

**COMPANY PROPERTIES IN YOUR POSSESSION:**

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

**CHANGE OF ADDRESS:**

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

**CODE OF CONDUCT:**

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

**PLACE OF EMPLOYMENT AND TRANSFER:**

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.



**PROBATION:**

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

**DECLARATION:**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

	April 26, 2021 ----- Date
Signature	



**OFFER LETTER**

05/04/2021

Dear MEGHANA V,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear SANTHOSH S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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Skill  
VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear SUSHMA S K,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




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VERTEX

  
 REGISTRAR  


**OFFER LETTER**

05/04/2021

Dear VARSHA N,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear CHAITRODAY SUBHAS PORE,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




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VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear AMITH G,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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REGISTRAR  


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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
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Skill  
VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear SHEMPHANG KHYLLAIT,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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REGISTRAR  


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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




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Skill  
VERTEX

  
 REGISTRAR  


**OFFER LETTER**

05/04/2021

Dear CHANDRASHEKAR A,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill  
VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear ABHILASH S N,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




SI. NO.	Particulars
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Skill  
VERTEX

  
 REGISTRAR  


**OFFER LETTER**

05/04/2021

Dear AJAY SHARMA U,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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Skill VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear ALOK KUMAR,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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Skill VERTEX

  
 REGISTRAR  


**OFFER LETTER**

05/04/2021

Dear AYESHA SYED MOHAMMAD,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
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SKILL  
VERTEX



**OFFER LETTER**

05/04/2021

Dear BHAVANA S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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REGISTRAR  


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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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Skill  
VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear GAUTAM M,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




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Skill VERTEX

  
 REGISTRAR  


**OFFER LETTER**

05/04/2021

Dear KANUMA SAI KIRAN REDDY,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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Skill VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear MAHESHA R,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
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Skill  
VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear MOPURI YAMINI REDDY,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  




By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear PALLAVI V,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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SKILL  
VERTEX



**OFFER LETTER**

05/04/2021

Dear SANDEEP M S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




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SKILL  
VERTEX

  
REGISTRAR  


**OFFER LETTER**

05/04/2021

Dear SANTAK DAS,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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SKILL  
VERTEX



**OFFER LETTER**

05/04/2021

Dear SRIHARIKA P B,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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SKILL  
VERTEX

**OFFER LETTER**

05/04/2021

Dear VARSHA B,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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REGISTRAR  




By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination</li><li>• 12<sup>th</sup> standard or equivalent examination</li><li>• Graduation</li></ul> Other relevant educational certifications
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SKILL  
VERTEX



**OFFER LETTER**

05/04/2021

Dear VARUN D S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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Skill VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear KONDREDDY SAI BHAVANA REDDY,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




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Skill VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear HEMANTHKUMAR M L,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

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Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


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2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill VERTEX

  
 REGISTRAR  






**OFFER LETTER**

05/04/2021

Dear MANJEET YADAV,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  




By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear DILEEP SINGH PATEL C,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  




By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> <li>• 10<sup>th</sup> standard or equivalent examination</li> <li>• 12<sup>th</sup> standard or equivalent examination</li> <li>• Graduation</li> </ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

Skill VERTEX

  
 REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear MITHUN C NAIK,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination</li><li>• 12<sup>th</sup> standard or equivalent examination</li><li>• Graduation</li></ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

SKILL  
VERTEX

  
REGISTRAR  




**OFFER LETTER**

05/04/2021

Dear SHIVAKUMAR M R,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  




SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination</li><li>• 12<sup>th</sup> standard or equivalent examination</li><li>• Graduation</li></ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>

**OFFER LETTER**

05/04/2021

Dear YASHWANTH N,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with SkillVertex Edutech. This offer includes a probation period of **3 months**. Please find the following confirmation of your employment.

Training Date: **15/04/2021 to 25/04/2021 (Unpaid)**

Probation Start Date: **15/04/2021**

Probation End Date: **15/07/2021**

Your job title will be **“Business Development Engineer-trainee (Sales Operations)”**. Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

You will be eligible for a Pay of INR 17,000 per month and INR 13,000 as incentives for the period with deductions as per the company policies and performance. **During the probation period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 day's notice should you wish to terminate your offer before the end of your probation period.**

By accepting this offer letter of Employment, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.

  
REGISTRAR  


By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[hr@skillvertex.in](mailto:hr@skillvertex.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of Skillvertex Edutech if we do not receive your acceptance as per the mentioned timeline.

Working Hours: 9 Hours a day (Inc. Lunch and evening Break)

Job Type: Full Time Employment (After Probation Period)

Revenue Target: INR 1,90,000/-

Reporting Location: Bangalore, India

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Skillvertex Edutech, and will report on or before 15/04/2021.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Candidate's Signature)

With Regards,

**VP – Human Resources,**

Skillvertex Edutech

  
REGISTRAR  


SI. NO.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination</li><li>• 12<sup>th</sup> standard or equivalent examination</li><li>• Graduation</li></ul> Other relevant educational certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card or Driving License Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>





## Offer Letter

Dear PAVITHRA K,


On behalf of Nettyfish Networks Pvt Ltd, I am pleased to extend to you this offer of employment as a Corporate Sales. If you accept this offer, you will be working here from 4<sup>th</sup> May 2022.

You will be paid per month, less all applicable taxes and withholdings, payable 27,000/-+ variable. As an employee, you will be receiving "employment" status. As an employee, you will receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in the Company's 401(k) plan.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I 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 .  
If you have any questions, please contact do not hesitate to contact me.

  
Divyaa  
HR Head  
Nettyfish Networks Pvt Ltd

**Nettyfish Networks**  
**Pvt.Ltd.Adyar, Chennai**





Date:20-05-2021

Applicant ID :GIDDALUR\_3\_38298  
Name :GIDDALUR MANOHAR SAI  
Location :BANGALORE

## OFFER LETTER

Dear **GIDDALUR MANOHAR SAI**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **GRADUATE ENGINEER TRAINEE** on deputation to our client **Huawei Technologies India Private LTD** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 24965.67 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **BANGALORE**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **12-07-2021**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
  - Aadhar card for proof of identity, proof date of birth and proof of address.
  - Educational certificates
  - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
  - PAN Card, Bank A/C details with proof
  - Six passport size photographs
  - Experience certificates and relieving letter from your previous employer (if applicable).
  - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

**Adecco India Pvt. Ltd.**



Arun Soman  
Sr. Manager - SSC



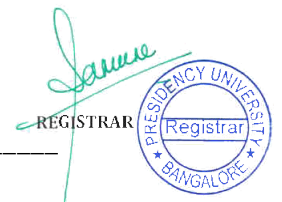
Simi Chacko  
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## COMPENSATION SHEET

Applicant ID	: GIDDALUR_3_38298
Name	: GIDDALUR MANOHAR SAI
Designation	: GRADUATE ENGINEER TRAINEE

Compensation	Rs. Per Month
BASIC SALARY	16000.00
HOUSE RENT ALLOWANCE	7965.67
MEDICAL ALLOWANCE	1200.00
CONVEYANCE ALLOWANCE	1600.00
GROSS (SUB TOTAL A)	26765.67
PROVIDENT FUND EMPLOYER	1800.00
EMPLOYER PF ADMIN CHARGES	75.00
EMPLOYERS EDLI CHARGES	75.00
EMPLOYER WC POLICY	225.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2175.00
CTC (SUB TOTAL A+B)	28940.67
PROVIDENT FUND EMPLOYEE	1800.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1800.00
TAKE HOME (SUB TOTAL A-C)	24965.67

Annual CTC : **Rs. 347288.04**

**Note :** "Take home is subjected to all statutory deductions and applicable tax deductions"



Arun Soman  
Sr. Manager – SSC

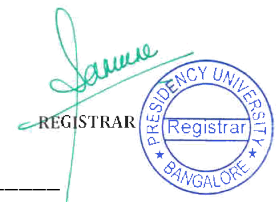


Simi Chacko  
Asst. Manager – SSC

Authorized Signatory  
**Adecco India Pvt. Ltd.,**

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at [legal.India@adecco.com](mailto:legal.India@adecco.com).
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: [legal.India@adecco.com](mailto:legal.India@adecco.com)
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

  
REGISTRAR  


Date:16-07-2021

Employee Code :H28146  
Name :**HARSHITHA M**  
Location :**BANGALORE**

## **LETTER OF EMPLOYMENT**

Dear HARSHITHA M

We are pleased to offer you an employment in our organization Adecco India Pvt. Ltd., as **GRADUATE ENGINEER TRAINEE** for a fixed period of employment ("Contract"), on the following terms and conditions.

1. The term of your employment shall be valid from **13-07-2021** to **12-07-2022**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. You shall report to work on **13-07-2021** at 9.00 a.m. at **Huawei Technologies India Private Ltd, BANGALORE**.
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving **60** day's notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from **13-07-2021** be deputed by the Company to work at the client's office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.
7. These terms and conditions would be deemed accepted /acknowledged in case we do not receive your response within 15 days from the date of issue of this letter.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amount due, if any, shall be credited to your savings bank account.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

**Adecco India Pvt. Ltd.**



Arun Soman  
Sr. Manager – SSC



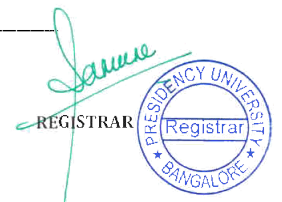
Simi Chacko  
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## COMPENSATION SHEET

Employee Code: <b>H28146</b>
Name : <b>HARSHITHA M</b>
Designation : <b>GRADUATE ENGINEER TRAINEE</b>

Compensation	Rs. Per Month
BASIC SALARY	16000.00
HOUSE RENT ALLOWANCE	7965.67
MEDICAL ALLOWANCE	1200.00
CONVEYANCE ALLOWANCE	1600.00
GROSS (SUB TOTAL A)	26765.67
PROVIDENT FUND EMPLOYER	1800.00
EMPLOYER PF ADMIN CHARGES	75.00
EMPLOYERS EDLI CHARGES	75.00
EMPLOYER WC POLICY	225.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2175.00
CTC (SUB TOTAL A+B)	28940.67
PROVIDENT FUND EMPLOYEE	1800.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1800.00
TAKE HOME (SUB TOTAL A-C)	24965.67

Annual CTC : **Rs. 347288.04**

**Note :** "Take home is subjected to all statutory deductions and applicable tax deductions"



Arun Soman  
Sr. Manager – SSC

Authorized Signatory  
**Adecco India Pvt. Ltd.,**

I hereby accept the above-mentioned terms and conditions.



Simi Chacko  
Asst. Manager - SSC





Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Sanne*  
REGISTRAR REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## **STANDARD TERMS OF EMPLOYMENT**

### 1. VALIDITY TERM OF EMPLOYMENT:

1.1. Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.

1.2. It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.

1.3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.

1.4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.

1.5 In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

### 2. COMPENSATION:

2.1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.

2.2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.

2.3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

### 3. TERMINATION:

3.1. At the time of termination of the employment due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary, bonus or any other payment owed to you under the terms of your employment.

### 4. DISCRETION:

4.1. Your employment is subject to you being certified medically fit by a registered medical practitioner

4.2. During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

  
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## 5. DEPUTATION:

5.1. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

6.1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).

6.2. You shall also abide by any training that may be offered to you by the Client.

6.3. You shall be bound to follow the working hours of the Client's organization.

## 7. NON - DISCLOSURE:

7.1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside the Client's organization and you shall use such confidential Information only in connection with the services provided by you to such Client.

7.2. Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

8.1. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

9.1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.

9.2. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.

9.3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

10.1 You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties, and you shall indemnify the client if there is a loss of any kind to the said property.

  
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All other terms and conditions of your employment remain unchanged.

We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our Clients. We welcome your experience and skills to our team and expect your effort and talent to be a part of our growth and success.

You are requested to provide the following documents as mentioned in (1.3), in case if you have already not provided, within a 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
- PAN Card ,Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)

  
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## CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at [legal.India@adecco.com](mailto:legal.India@adecco.com).
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: [legal.India@adecco.com](mailto:legal.India@adecco.com)
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

  
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**HCL TECHNOLOGIES LTD.**

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www.hcltech.com  
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**Offer Release Date: June 21, 2021**

**Dear GANDIKOTA OBULESH,  
14/106,Down Street, Peapully, Kurnool,  
Andhra Pradesh, 518221**

**Sub: Offer and Appointment letter – Software Engineer**

Dear **GANDIKOTA OBULESH,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (“HCL” or “Company”), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1.2**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **June 21,2021 at 9:00 A.M** at the following address **Chennai-SEZ, SDB2 Sholinganallur 602/3** . Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60000 per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 50,000** in terms of which you also bind yourself to serve the company for a period of at least of **12 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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**HCL Confidential**

Signature of Employee:

  
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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

As confirmation of your acceptance, please send an email at [HCLB-SchoolRelations@hcl.com](mailto:HCLB-SchoolRelations@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

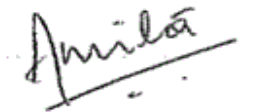
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

As confirmation of your acceptance, please send an email at [eschoolinfra@hcl.com](mailto:eschoolinfra@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL Technologies Ltd.**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **GRADUATE ENGINEER TRAINEE (GET)** . This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC** (herein referred as “HCL” or “Company”) and is a legally binding document.

**1. Location:**

Your place of work will be located at **Chennai** .

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as “confirmed” on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

**5. HCL Training Program:**

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Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

**6. Notice Period/ Separation:**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

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During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 58 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**



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You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

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You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Signature of Employee:   
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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

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

**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

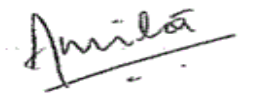
You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

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**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

<b>List of Documents required for joining / induction day (Hard Copies)</b>		
<b>S. No</b>	<b>Document Name</b>	<b>Number of Photocopies</b>
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1

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2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013



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7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Signature of Employee:

  
REGISTRAR  
  


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**ANNEXURE IV**

**EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

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- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### VARIABLE PAY

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

**Advance Monthly Performance Bonus (AMPB):** A part of variable pay is paid monthly as Advance Monthly Performance Bonus (AMPB) along with other monthly emoluments. The payout against this amount, will be governed by the Global Bonus policy, as amended from time to time.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer ‘Medical Insurance policy’ for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees’ State Insurance Act, 1948.**

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Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 3-978 Ramapuram Gramam Ramavaram, Kurnool,  
Andhra Pradesh, India, 518122  
Email ID: reddyjaswanth586@gmail.com  
Telephone Number: 9908423918**

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

**1. Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.



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Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

**2. Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my

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employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

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3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

**6. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

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**GANDIKOTA OBULESH**

**June 21, 2021**



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**Offer Release Date: June 21, 2021**

**Dear MADHUSHREE M,  
Suradenupura, Bangalore Rural,  
Karnataka, 562110**

**Sub: Offer and Appointment letter – Software Engineer**

Dear **MADHUSHREE M,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (“HCL” or “Company”), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1.2**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **June 21,2021 at 9:00 A.M** at the following address **Chennai-SEZ, SDB2 Sholinganallur 602/3** . Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60000 per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 50,000** in terms of which you also bind yourself to serve the company for a period of at least of **12 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

1

**HCL Confidential**

Signature of Employee:

  
REGISTRAR  
  
REGISTRAR

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

As confirmation of your acceptance, please send an email at [HCLB-SchoolRelations@hcl.com](mailto:HCLB-SchoolRelations@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

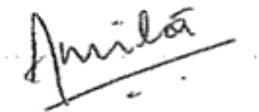
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

As confirmation of your acceptance, please send an email at [eschoolinfra@hcl.com](mailto:eschoolinfra@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL Technologies Ltd.**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **GRADUATE ENGINEER TRAINEE (GET)** . This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC** (herein referred as “HCL” or “Company”) and is a legally binding document.

**1. Location:**

Your place of work will be located at **Chennai** .

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as “confirmed” on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

**5. HCL Training Program:**

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Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

**6. Notice Period/ Separation:**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

Signature of Employee:   
REGISTRAR 

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During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 58 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**



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You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

### 16. IP, Copyright, Inventions and Patents

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

### 17. Data Protection:

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 18. Exclusivity of service

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

### 19. Confidentiality & Non-Disclosure:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

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You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

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

**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

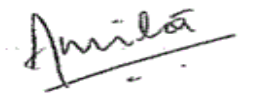
You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

Signature of Employee:   
REGISTRAR 

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**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

<b>List of Documents required for joining / induction day (Hard Copies)</b>		
<b>S. No</b>	<b>Document Name</b>	<b>Number of Photocopies</b>
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1

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2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013



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7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Signature of Employee:

  
REGISTRAR  
  
HCL

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**ANNEXURE IV**

**EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

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- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### VARIABLE PAY

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

**Advance Monthly Performance Bonus (AMPB):** A part of variable pay is paid monthly as Advance Monthly Performance Bonus (AMPB) along with other monthly emoluments. The payout against this amount, will be governed by the Global Bonus policy, as amended from time to time.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer ‘Medical Insurance policy’ for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees’ State Insurance Act, 1948.**

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Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 3-978 Ramapuram Gramam Ramavaram, Kurnool,  
Andhra Pradesh, India, 518122  
Email ID: reddyjaswanth586@gmail.com  
Telephone Number: 9908423918**

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

**1. Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.



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Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

**2. Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my

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employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

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3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
  
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
  
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
  
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
  
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
  
- iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

**6. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

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**MADHUSHREE M**

**June 21, 2021**



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**Offer Release Date: June 21, 2021**

**Dear SHEETAL J**  
**#4, Flat No 4 ,4Th Main Ayyapa Reddy**  
**Garden Lic Colony Yeshwanthpur**  
**Bangalore, Karnataka, 560022**

**Sub: Offer and Appointment letter – Software Engineer**

Dear **SHEETAL J**,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1.2**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **June 21, 2021 at 9:00 A.M** at the following address **Chennai-SEZ, SDB2 Sholinganallur 602/3** . Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60000 per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 50,000** in terms of which you also bind yourself to serve the company for a period of at least of **12 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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**HCL Confidential**

Signature of Employee:

  
REGISTRAR  
  
REGISTRAR

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

As confirmation of your acceptance, please send an email at [HCLB-SchoolRelations@hcl.com](mailto:HCLB-SchoolRelations@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

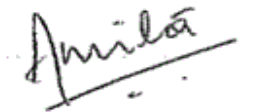
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

As confirmation of your acceptance, please send an email at [eschoolinfra@hcl.com](mailto:eschoolinfra@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL Technologies Ltd.**



**Amrita Das**

Senior Vice President

Head-Global Rewards

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **GRADUATE ENGINEER TRAINEE (GET)** . This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC** (herein referred as “HCL” or “Company”) and is a legally binding document.

**1. Location:**

Your place of work will be located at **Chennai** .

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as “confirmed” on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

**5. HCL Training Program:**

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Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

### 6. Notice Period/ Separation:

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

### 7. Increments and Promotions

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

### 8. Agreements:

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### 9. Background and Reference Check:

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

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During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 58 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**



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You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

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You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Signature of Employee:   
REGISTRAR 

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

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

**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

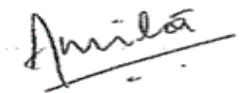
You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

Signature of Employee:   
REGISTRAR 

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**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

<b>List of Documents required for joining / induction day (Hard Copies)</b>		
<b>S. No</b>	<b>Document Name</b>	<b>Number of Photocopies</b>
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1

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2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013



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7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Signature of Employee:

  
REGISTRAR  
  
HCL

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**ANNEXURE IV**

**EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

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- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### VARIABLE PAY

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

**Advance Monthly Performance Bonus (AMPB):** A part of variable pay is paid monthly as Advance Monthly Performance Bonus (AMPB) along with other monthly emoluments. The payout against this amount, will be governed by the Global Bonus policy, as amended from time to time.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer ‘Medical Insurance policy’ for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees’ State Insurance Act, 1948.**

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Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 3-978 Ramapuram Gramam Ramavaram, Kurnool,  
Andhra Pradesh, India, 518122  
Email ID: reddyjaswanth586@gmail.com  
Telephone Number: 9908423918**

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

**1. Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.



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Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

**2. Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my

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employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

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3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
  
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
  
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
  
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
  
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
  
- iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

**6. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

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**SHEETAL J**

**June 21, 2021**



**HCL TECHNOLOGIES LTD.**

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**Offer Release Date: June 21, 2021**

**Dear NOOR EN ARSHIYA  
#22,1st Cross Dinnur Main Road  
RT Nagar Post Bangalore, Karnataka,  
560032**

**Sub: Offer and Appointment letter – Software Engineer**

Dear **NOOR EN ARSHIYA**,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (“HCL” or “Company”), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1.2**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **June 21,2021 at 9:00 A.M** at the following address **Chennai-SEZ, SDB2 Sholinganallur 602/3** . Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60000 per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 50,000** in terms of which you also bind yourself to serve the company for a period of at least of **12 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

1

**HCL Confidential**

Signature of Employee:

  
REGISTRAR  
  
REGISTRAR

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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

As confirmation of your acceptance, please send an email at [HCLB-SchoolRelations@hcl.com](mailto:HCLB-SchoolRelations@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

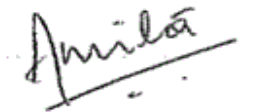
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

As confirmation of your acceptance, please send an email at [eschoolinfra@hcl.com](mailto:eschoolinfra@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL Technologies Ltd.**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **GRADUATE ENGINEER TRAINEE (GET)** . This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC** (herein referred as “HCL” or “Company”) and is a legally binding document.

**1. Location:**

Your place of work will be located at **Chennai** .

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as “confirmed” on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

**5. HCL Training Program:**

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Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

**6. Notice Period/ Separation:**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

Signature of Employee:   
REGISTRAR 

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During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 58 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**



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You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

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You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Signature of Employee:   
REGISTRAR 

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

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

**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

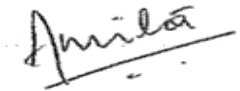
You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

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**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

<b>List of Documents required for joining / induction day (Hard Copies)</b>		
<b>S. No</b>	<b>Document Name</b>	<b>Number of Photocopies</b>
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1

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2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013



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7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Signature of Employee:

  
REGISTRAR  
  
HCL

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**ANNEXURE IV**

**EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

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- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### VARIABLE PAY

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

**Advance Monthly Performance Bonus (AMPB):** A part of variable pay is paid monthly as Advance Monthly Performance Bonus (AMPB) along with other monthly emoluments. The payout against this amount, will be governed by the Global Bonus policy, as amended from time to time.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer ‘Medical Insurance policy’ for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees’ State Insurance Act, 1948.**

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Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 3-978 Ramapuram Gramam Ramavaram, Kurnool,  
Andhra Pradesh, India, 518122  
Email ID: reddyjaswanth586@gmail.com  
Telephone Number: 9908423918**

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

**1. Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.



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Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

**2. Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my

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employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

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3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

**6. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

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**NOOR EN ARSHIYA**

**June 21, 2021**



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**Offer Release Date: June 21, 2021**

**Dear TELKAR GOVINDA RAO ANOSH  
20/162-B, Hanumesh Nagar,Guntakal,  
Andhra Pradesh, 515801**

**Sub: Offer and Appointment letter – Software Engineer**

Dear **TELKAR GOVINDA RAO ANOSH,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (“HCL” or “Company”), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band **E1.2**

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **June 21,2021 at 9:00 A.M** at the following address **Chennai-SEZ, SDB2 Sholinganallur 602/3** . Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2.60000 per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 50,000** in terms of which you also bind yourself to serve the company for a period of at least of **12 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

1

**HCL Confidential**

Signature of Employee:

  
REGISTRAR  


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At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

As confirmation of your acceptance, please send an email at [HCLB-SchoolRelations@hcl.com](mailto:HCLB-SchoolRelations@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL shall stand withdrawn without any liability.

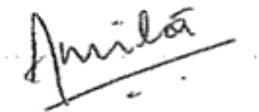
Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

As confirmation of your acceptance, please send an email at [eschoolinfra@hcl.com](mailto:eschoolinfra@hcl.com) within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter noted to you by HCL shall stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL Technologies Ltd.**



**Amrita Das**

Senior Vice President

Head-Global Rewards

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **GRADUATE ENGINEER TRAINEE (GET)** . This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC** (herein referred as “HCL” or “Company”) and is a legally binding document.

**1. Location:**

Your place of work will be located at **Chennai** .

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as “confirmed” on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

**5. HCL Training Program:**

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Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

**6. Notice Period/ Separation:**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

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During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 58 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**



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You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

**18. Exclusivity of service**

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

**19. Confidentiality & Non-Disclosure:**

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

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You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

Signature of Employee:   
REGISTRAR 

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Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

**21. Correctness of the Details Furnished:**

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

**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

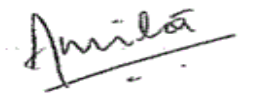
You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**Authorized Signatory**



**Amrita Das**  
Senior Vice President  
Head-Global Rewards

I confirm receipt of and accept the above Terms & Conditions of Employment.

Signature of Employee:   
REGISTRAR 

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**Annexure III**

<b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b>	
<b>S.No.</b>	<b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>
1	<b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	<b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	<b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	<b>Identity Verification</b> - Copy of valid passport and PAN card required
<b>Additional documents (To be submitted on request – Only if required)</b>	
<ol style="list-style-type: none"> <li>Highest Qualification- Admit card, college and university official's (Registrar and Director) detail</li> <li>Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.</li> </ol>	
<b>Things to Remember</b>	
<ol style="list-style-type: none"> <li>The information provided in Resume and background verification form must be same.</li> <li>Information provided in background verification form must be accurate.</li> <li>Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).</li> <li>Any Gap in Employment or Education must be informed explicitly to the recruiter.</li> </ol>	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

<b>List of Documents required for joining / induction day (Hard Copies)</b>		
<b>S. No</b>	<b>Document Name</b>	<b>Number of Photocopies</b>
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1

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2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 <sup>th</sup> Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

S. No	Location	Address
1	NOIDA	<b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) <b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013



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7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102

Signature of Employee:

  
REGISTRAR  
  
HCL

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**ANNEXURE IV**

**EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

**MONTHLY ALLOWANCES**

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.

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- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### VARIABLE PAY

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

**Advance Monthly Performance Bonus (AMPB):** A part of variable pay is paid monthly as Advance Monthly Performance Bonus (AMPB) along with other monthly emoluments. The payout against this amount, will be governed by the Global Bonus policy, as amended from time to time.

**Engagement Performance Bonus (EPB):** Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
  - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
  - The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer ‘Medical Insurance policy’ for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees’ State Insurance Act, 1948.**

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Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 3-978 Ramapuram Gramam Ramavaram, Kurnool,  
Andhra Pradesh, India, 518122  
Email ID: reddyjaswanth586@gmail.com  
Telephone Number: 9908423918**

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

**1. Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.



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www.hcl.com

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

**2. Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

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3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

**6. General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

- 7. Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

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8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.
10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

---

**TELKAR GOVINDA RAO ANOSH**

**June 21, 2021**



Date: 30th April,2021

**FORM 'A'**

To,  
Mohana Tejasri  
Bangalore

Dear Mohana Tejasri,

We are pleased to forward you the Offer Letter attached herein and would like to formally welcome you to the growing IntelliPaat family.

We are sure that you have had sufficient opportunity to understand in detail about your job role and about the organization. We would be glad to provide you with further clarification if you need it.

You are required to report for duty at our Bangalore office. The address of our office is as follows:

**Address: IntelliPaat Software Solutions Private Limited**

**Ground Floor, indiqube Building, AMR Tech park Hosur Rd, Bommanahalli, Bengaluru, Karnataka 560068**



We are in the process of building a robust organization, wherein professionals would find full satisfaction of working in an interesting, challenging and fruitful job environment. In this connection, we are eagerly looking forward to your contributions to the IntelliPaat family as a valued employee soon.

Kindly return the duplicate copy of the appointment letter, duly signed, as a token of your acceptance of the same.

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

Yours Truly,  
For IntelliPaat Software Solutions Private Limited

Deepika S  
Talent Acquisition

  
REGISTRAR  
Page 1 of 4  


**Date: 30th April,2021**

**To,  
Mohana  
Bangalore**

**Dear Mohana,**

**Sub: Offer Letter**

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **IntelliPaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

**1) Designation:**

Your designation will be **'Research Analyst'**.

**2) Compensation & Benefits:**

The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

- a. Your Annual Compensation will be Rs. 4,10,000/- (Rupees Four Lakhs Fifty Ten Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- b. Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- c. Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

**3) Effective Date of Joining:**

You are requested to report for duty on **17<sup>th</sup> May 2021**. Your appointment will come into effect from your date of joining.

#### 4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaat without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 60 days of notice period without fail or else management of Intellipaat can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- d. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

#### 5) Retirement:

On your 58th birthday you will be relieved from your official duties

#### 6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

#### Note:

- Number of working days is 6 days in a week.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.

Yours Truly,

**For Intellipaat Software Solutions Private Limited**

**Deepika S**

**Talent Acquisition**

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non- Disclosure Agreement documents enclosed with this letter.

Name:

Signature: -----

Place:-----

Date:-----

Page 2 of 4  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE



## Annexure 1

**Name:** Mohana Tejasri

	First 4 Months	After 4 Months	Yearly
<b>Basic</b>	7,300	13,650	163,800
<b>HRA</b>	5,000	6,000	72,000
<b>Conveyance Allowance</b>	1,600	1,600	19,200
<b>Mobile bill</b>	500	600	7,200
<b>Broadband bill</b>	500	600	7,200
<b>Medical reimbursement</b>	1,250	1,250	15,000
<b>Special allowance</b>	5,050	2,500	30,000
<b>Total (A) Gross Salary</b>	<b>21,200</b>	<b>26,200</b>	<b>314,400</b>
PF (Employees Contributions)	1,800	1,800	21,600
PF (Employer Contributions)	1,800	1,800	21,600
Professional Tax	200	200	2,400
<b>Total (B)</b>	<b>3,800</b>	<b>3,800</b>	<b>45,600</b>
<b>Total A + B ( Fixed Cost to Company)</b>	<b>25,000</b>	<b>30,000</b>	<b>360,000</b>
Yearly Performance Bonus			50,000
<b>Total Variable pay (C)</b>			<b>50,000</b>
<b>Total (Fixed + Variable)</b>	<b>25,000</b>	<b>30,000</b>	<b>410,000</b>

From: **HR CBBR** <[hr@cbbbr.co.in](mailto:hr@cbbbr.co.in)>

Date: Sat, 19 Jun 2021 at 12:36

Subject: Employment Offer at Coldwell Banker Brad Realty

To: <[haribpet2000@gmail.com](mailto:haribpet2000@gmail.com)>

Dear **Mr. Hari Kishan**,

1. This is reference to your application and subsequent interview you had with us for employment in **Coldwell Banker Brad Realty**.
2. We are pleased to accept you as **Relationship Manager - Sales & Marketing** to be based in **Coldwell Banker Brad Realty, 3F03, 3rd Floor, Arya Hub, Hope Farm Circle, Whitefield Main Road, Bengaluru-560066**, on the terms and conditions as mutually agreed upon at the time of interview. A formal letter of appointment will be issued to you after joining the company.
3. As discussed, your **Monthly Gross salary will be Rs.25,000.00** (Rs. Twenty Five Thousand only) and **Annual CTC will be Rs.3,00,000** (Rs. Three Lakhs only).
4. You are requested to report at our office **Coldwell Banker Brad Realty, 3F03, 3rd Floor, Arya Hub, Hope Farm Circle, Whitefield Main Road, Bengaluru-560066**, preferably on or before **21st Jun 2021** in case you do not report by the stipulated date, It shall be presumed that you are not interested in the offer and the same stand withdraw without any further reference to you.
5. At the time of joining, please bring with you, the photocopies, and the original testimonials of **proof of Aadhar, PAN, Education Qualification, Previous service certificates, relieving letter, Previous 3 months' Salary Slips along with Salary credit Bank Statement, 4 passport size photographs and Bank Account details (cancelled cheque/Passbook copy/Account statement)**.
6. Any information, pertaining to your candidature, declared by you at the time of joining or at a later stage, if found to be fabricated, false or tampered and incorrect, Will lead to your dismissal from the services without any notice or compensation.
7. Your Probation Period will be of Three Months, Following the initial Probationary Period, a Progression and Performance review will be conducted on a quarterly basis to assess performance. This arrangement may be terminated by notice in writing to the employee with notice of days during the Probation period and employee can leave the organisation with two months' notice period and there will not be any leaves applicable during this probation period except weekly off.
8. Violating **CODE OF CONDUCT** leads to Disciplinary action/suspension/Termination without pay for a period of time of their determination based on the employee's violation and/or behaviour.
9. Detailed Appointment letter will be shared to you within 30 working days from the date of joining.
10. Kindly acknowledge your acceptance on receipt of this email.

--

**Thanks & Regards**

**Anitha Devaraj**

Manager - HR & Admin

**Coldwell Banker Brad Realty**

3F03,3rd Floor, Arya Hub, Hope Farm Circle,

Whitefield Main Road, Bangalore 560066. India.

Mobile: +91 97400 18883 | Ph: 080 2971 8888 Extn: 210

Email: [hr@cbbbr.co.in](mailto:hr@cbbbr.co.in) | Web: [www.cbbbr.co.in](http://www.cbbbr.co.in)





**Fwd: Offer Letter for C Hari Cariappa**

Hari Cariappa &lt;haricariappa@gmail.com&gt;

Wed 26-May-21 5:10 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Tue, 25 May 2021, 4:44 pm**Subject:** Offer Letter for C Hari Cariappa**To:** <[haricariappa@gmail.com](mailto:haricariappa@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **C Hari Cariappa**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**C Hari Cariappa**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janice*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for Likitha S**

likitha s &lt;likithasuresh25@gmail.com&gt;

Fri 28-May-21 9:43 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

Respected sir,

As requested forwarding the below mail of my offer letter received from square yards.

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, May 27, 2021, 2:39 PM**Subject:** Offer Letter for Likitha S**To:** <[likithasuresh25@gmail.com](mailto:likithasuresh25@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Likitha S**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**



1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

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Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR  




**Likitha S**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
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ESIC (Employee Part)	1,364	114
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PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR



**Fwd: Offer Letter for Swathi H M**

Swathi Hm &lt;hmswathi780@gmail.com&gt;

Sat 29-May-21 11:50 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Fri, 28 May, 2021, 9:02 pm**Subject:** Offer Letter for Swathi H M**To:** <[hmswathi780@gmail.com](mailto:hmswathi780@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Swathi H M**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE


**Swathi H M**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR



accenture

**Accelerate  
the career of  
your dreams**



**Offer Letter**

To,

**Name :** Gajjala Bhavana

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Gajjala Bhavana,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Offer, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Offer or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental

  
REGISTRAR  
REGISTRAR  
BANGALORE



assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

"This is an electronically generated document does not require signatures"

  
REGISTRAR  


**Fwd: Offer Letter for MADHUMITHA V**

madhumitha v &lt;madhumithav228@gmail.com&gt;

Fri 28-May-21 9:45 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, May 27, 2021, 2:37 PM**Subject:** Offer Letter for MADHUMITHA V**To:** <[madhumithav228@gmail.com](mailto:madhumithav228@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **MADHUMITHA V**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**MADHUMITHA V**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



Megha K S &lt;meghasrinivasks@gmail.com&gt;

---

**Offer Letter for Megha K S**

1 message

**Square Yards** <offers@squareyards.com>

Wed, Jun 2, 2021 at 6:50 PM

Reply-To: offers@squareyards.com

To: meghasrinivasks@gmail.com

Cc: debayan.bhattacharya@squareyards.co.in, deepak.kumar08@squareyards.co.in, sreeja.nair@squareyards.in

Dear **Megha K S**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, [Infantry Road, Vasanth Nagar, Bangalore - 560001](#)

Contact Person:

Deepak Kumar S

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**
5. **4 Passport size Photographs (in White Background)**
6. **Cancelled Cheque**
7. **CV (Resume)**
8. **Resignation Acceptance from your previous organization**
9. **EPF Number or UAN No.**
10. **Bank Statement**

Should you need any clarification prior to joining, please feel free to get in touch with Deepak Kumar S, Tel: 7829903125 Email: [deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,



6/2/2021

Gmail - Offer Letter for Megha K S

Human Resources  
[Square Yards Consulting Pvt. Ltd.](#)

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Accept



**CTC Breakup.pdf**

73K

**Megha K S**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
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*Janus*  
REGISTRAR



**Fwd: Offer Letter for Nikith A R**

Nikith AR &lt;nikithareyanda26@gmail.com&gt;

Mon 31-May-21 11:08 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Sun, May 30, 2021 at 2:08 PM**Subject:** Offer Letter for Nikith A R**To:** <[Nikithareyanda26@gmail.com](mailto:Nikithareyanda26@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Nikith A R**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
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- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar,  
Bangalore - 560001

Contact Person:

Antara

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3. **PAN card**



4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

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Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

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Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

Nikith A R

	Yearly CTC	Monthly CTC
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
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Basic	181,200	15,100
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Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
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*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



**Fwd: Offer Letter for Pavithra G**

Pavithra Gangadhar &lt;pavipuni11@gmail.com&gt;

Wed 26-May-21 1:31 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Fri, May 21, 2021, 18:42**Subject:** Offer Letter for Pavithra G**To:** <[pavipuni11@gmail.com](mailto:pavipuni11@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Pavithra G**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
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- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

01-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

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3. **PAN card**
4. **Aadhar Card**



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7. CV (Resume)
8. Resignation Acceptance from your previous organization
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Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

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Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

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Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Pavithra G**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
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PA Cover	180	15
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*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

**Fwd: Offer Letter for Utsav Deep**

Utsav Deep &lt;utsavdeep01@gmail.com&gt;

Mon 31-May-21 10:58 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Sun, 30 May, 2021, 2:07 pm**Subject:** Offer Letter for Utsav Deep**To:** <[utsavdeep01@gmail.com](mailto:utsavdeep01@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Utsav Deep**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE




Utsav Deep

	Yearly CTC	Monthly CTC
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR



**Fwd: Offer Letter for KETHIREDDY AJAY KUMAR REDDY**

kethireddy ajay &lt;ajayakhil73737@gmail.com&gt;

Thu 27-May-21 8:00 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** Square Yards <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, 27 May, 2021, 4:56 pm**Subject:** Offer Letter for KETHIREDDY AJAY KUMAR REDDY**To:** <[ajayakhil73737@gmail.com](mailto:ajayakhil73737@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **KETHIREDDY AJAY KUMAR REDDY,**

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**KETHIREDDY AJAY KUMAR REDDY**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jayashree*  
REGISTRAR



**Fwd: Offer Letter for Medepalli pavithra**

Pavithra Chowdary &lt;pavithrachowdary2000@gmail.com&gt;

Thu 03-Jun-21 9:42 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>

Date: Wed, 2 Jun 2021, 18:48

Subject: Offer Letter for Medepalli pavithra

To: <[pavithrachowdary2000@gmail.com](mailto:pavithrachowdary2000@gmail.com)>Cc: <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>, <[sreeja.nair@squareyards.in](mailto:sreeja.nair@squareyards.in)>Dear **Medepalli pavithra**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar,  
Bangalore - 560001

Contact Person:

Deepak Kumar S

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Deepak Kumar S, Tel: 7829903125 Email: [deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



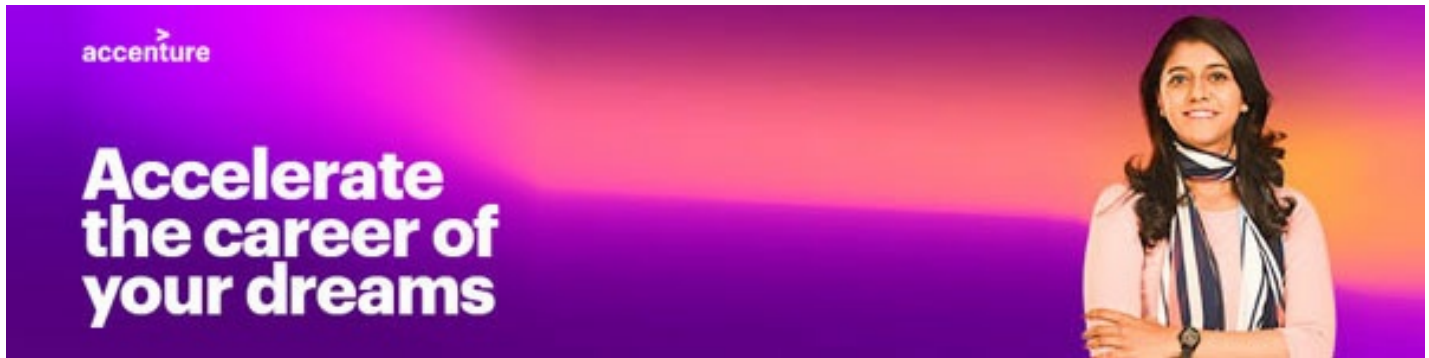
**Medepalli pavithra**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
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P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



To,

**Name :** Ravi B U

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Ravi B U,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

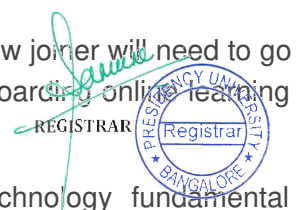
- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

- Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental



assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

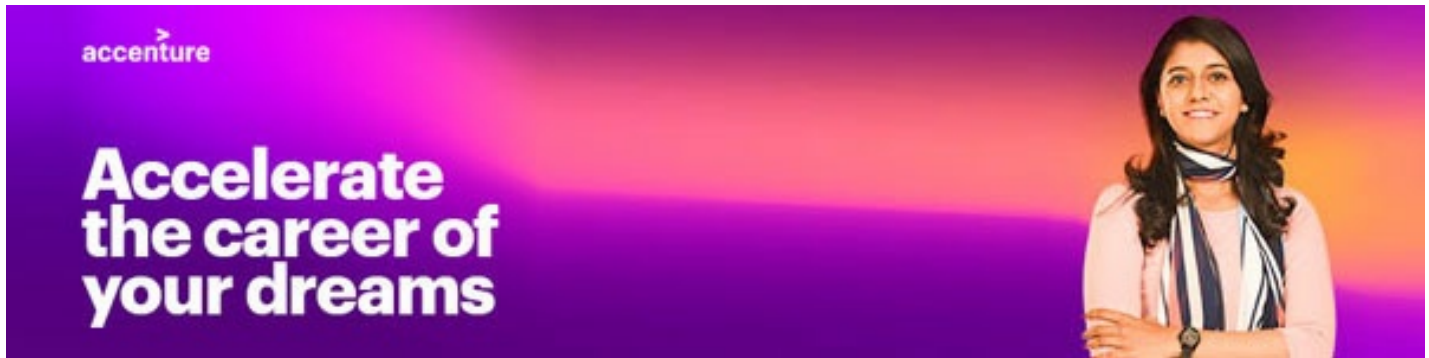
- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

"This is an electronically generated document does not require signatures"

REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE



To,

**Name :** Sarika Shiva Shankar Reddy

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Sarika Shiva Shankar Reddy,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

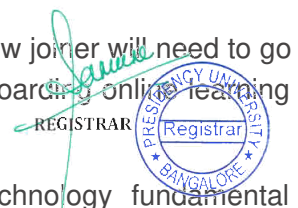
- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:

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- Post onboarding/joining Accenture, and after the Induction the potential new joiner will need to go through the Technology fundamental assessment (based on the pre on-boarding online learning program).
- On successful completion of the program and clearance of the Technology fundamental



assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

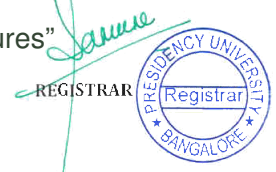
#### **Annexure A**

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter.**

"This is an electronically generated document does not require signatures"



**Fwd: Offer Letter for Vamshi Krishna N**

Vamshi Krishna &lt;vk0166019@gmail.com&gt;

Tue 25-May-21 5:51 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

Good evening sir,

I received my offer letter today afternoon..

Vamshi Krishna N

20171ece0318

[201710101374@presidencyuniversity.in](mailto:201710101374@presidencyuniversity.in)

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Tue, May 25, 2021, 2:17 PM**Subject:** Offer Letter for Vamshi Krishna N**To:** <[vk0166019@gmail.com](mailto:vk0166019@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Vamshi Krishna N**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.





**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Vamshi Krishna N**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jamuna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar

**Fwd: Offer Letter for Varsha A**

Varsha A &lt;varshareddy14342@gmail.com&gt;

Fri 28-May-21 5:32 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** Antara A <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>**Date:** Fri, 28 May 2021, 5:26 pm**Subject:** Fwd: Offer Letter for Varsha A**To:** [varshareddy14342@gmail.com](mailto:varshareddy14342@gmail.com) <[varshareddy14342@gmail.com](mailto:varshareddy14342@gmail.com)>

----- Beginning of forwarded message -----

25.05.2021, 16:45, "Square Yards" <[offers@squareyards.com](mailto:offers@squareyards.com)>:Dear **Varsha A**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar,  
Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves



the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

- 1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
- 2. Photo Id Proof - Passport / Driving License / Voter's ID**
- 3. PAN card**
- 4. Aadhar Card**
- 5. 4 Passport size Photographs (in White Background)**
- 6. Cancelled Cheque**
- 7. CV (Resume)**
- 8. Resignation Acceptance from your previous organization**
- 9. EPF Number or UAN No.**
- 10. Bank Statement**

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](http://Square Yards Consulting Pvt. Ltd.)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

----- End of forwarded message -----

-----  
Fraud Warning: Square Yards is a zero brokerage company and doesn't charge any commission from individuals investing in primary or off-plan real estate or availing loans through us. You are solely responsible for any such transactions you initiate. If you come across instances of such demand by employees or associates of Square Yards, please reach out to us at [info@squareyards.co.in](mailto:info@squareyards.co.in)



**Varsha A**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for SHAIK SADIQ PASHA**

Sadiq Pasha &lt;sadiq7086.sp@gmail.com&gt;

Thu 27-May-21 2:58 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

Get [Outlook for Android](#)**From:** Square Yards <offers@squareyards.com>**Sent:** Thursday, May 27, 2021 2:39:35 PM**To:** sadiq7086.sp@gmail.com <sadiq7086.sp@gmail.com>**Cc:** debayan.bhattacharya@squareyards.co.in <debayan.bhattacharya@squareyards.co.in>;

antara.a@squareyards.co.in &lt;antara.a@squareyards.co.in&gt;; deepak.kumar08@squareyards.co.in

&lt;deepak.kumar08@squareyards.co.in&gt;

**Subject:** Offer Letter for SHAIK SADIQ PASHADear **SHAIK SADIQ PASHA**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of e-Procceses as well as Originals)**

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID





3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR  


**SHAIK SADIQ PASHA**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Shaiq*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

**Fwd: Offer Letter for ABUBAKAR SIDDIQ**

abubaker siddiq &lt;abubakersiddiq025@gmail.com&gt;

Mon 31-May-21 10:50 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

20171MEC0253

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Sat, May 29, 2021, 12:17**Subject:** Offer Letter for ABUBAKAR SIDDIQ**To:** <[abubakersiddiq025@gmail.com](mailto:abubakersiddiq025@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[suraj.harsh@squareyards.co.in](mailto:suraj.harsh@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **ABUBAKAR SIDDIQ**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Suraj Anil Harsh

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**

REGISTRAR  
  


4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Suraj Anil Harsh, Tel: 7506425759 Email: [suraj.harsh@squareyards.co.in](mailto:suraj.harsh@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**ABUBAKAR SIDDIQ**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for Siddharth Vasudev Ghadi**

siddharth ghadi &lt;siddharthghadi8665@gmail.com&gt;

Sat 29-May-21 3:08 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Fri, May 28, 2021, 9:12 PM**Subject:** Offer Letter for Siddharth Vasudev Ghadi**To:** <[siddharthghadi8665@gmail.com](mailto:siddharthghadi8665@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[karthik.gk@squareyards.co.in](mailto:karthik.gk@squareyards.co.in)>,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Siddharth Vasudev Ghadi**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

01-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Karthik gk

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**





5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Karthik gk, Tel: 7795770077 Email: [karthik.gk@squareyards.co.in](mailto:karthik.gk@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Siddharth Vasudev Ghadi**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	112,392	9,366
HRA	55,969	4,664
<b>Statutory Benefits</b>		
PF (Employer Part)	13,487	1,124
ESIC (Employer Part)	5,472	456
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,680	9,390
<b>Monthly Gross</b>	<b>281,041</b>	<b>23,420</b>
PF (Employee Part)	13,487	1,124
ESIC (Employee Part)	1,263	105
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>263,711</b>	<b>21,976</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Sauve*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

**Fwd: Offer Letter for ATHIRA C TOM**

ATHIRA TOM &lt;athiractom@gmail.com&gt;

Sat 29-May-21 5:21 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** Square Yards <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Sat, 29 May 2021, 2:27 pm**Subject:** Offer Letter for ATHIRA C TOM**To:** <[athiractom@gmail.com](mailto:athiractom@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **ATHIRA C TOM,**

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Tisha Roy

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Tisha Roy, Tel: 7899084019 Email: [tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**ATHIRA C TOM**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for ELNO VINOBY**

elno vinoby &lt;elnovinoby444@gmail.com&gt;

Thu 03-Jun-21 10:00 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Wed, 2 Jun, 2021, 6:46 pm**Subject:** Offer Letter for ELNO VINOBY**To:** <[elnovinoby444@gmail.com](mailto:elnovinoby444@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>,<[sreeja.nair@squareyards.in](mailto:sreeja.nair@squareyards.in)>Dear **ELNO VINOBY**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Deepak Kumar S

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**

REGISTRAR  
  




4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Deepak Kumar S, Tel: 7829903125 Email: [deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**ELNO VINOBY**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR



**Fwd: Offer Letter for Megha Mohanan**

megha mohanan &lt;meghamohanan144@gmail.com&gt;

Wed 26-May-21 12:02 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Tue, May 25, 2021, 4:46 PM**Subject:** Offer Letter for Megha Mohanan**To:** <[meghamohanan144@gmail.com](mailto:meghamohanan144@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Megha Mohanan**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar,  
Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**

REGISTRAR  
  


4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Megha Mohanan**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for AISHWARYA.V**

Aishwarya V &lt;aishwaryahv10@gmail.com&gt;

Thu 27-May-21 5:23 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** Square Yards <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, 27 May 2021, 2:36 pm**Subject:** Offer Letter for AISHWARYA.V**To:** <[aishwaryahv10@gmail.com](mailto:aishwaryahv10@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **AISHWARYA.V**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**





5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**AISHWARYA.V**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR



**Fwd: Offer Letter for NITHIN KUMAR MM**

NITHIN KUMAR M M &lt;nithinkumarmm@gmail.com&gt;

Tue 25-May-21 4:52 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

NITHIN KUMAR M M

20181LCV0020

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Tue, May 25, 2021, 4:03 PM**Subject:** Offer Letter for NITHIN KUMAR MM**To:** <[nithinkumarmm@gmail.com](mailto:nithinkumarmm@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **NITHIN KUMAR MM**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of 2 photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**



3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR  


**NITHIN KUMAR MM**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR



**Fwd: Offer Letter for ATHIRA C TOM**

ASFIYA SULTANA &lt;201710100264@presidencyuniversity.in&gt;

Sat 29-May-21 5:21 PM

To: Satya Narayana M R-Sr. Exe-Placement &lt;satyanarayana@presidencyuniversity.in&gt;

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

From: **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>

Date: Sat, 29 May 2021, 10:00 am

Subject: Offer Letter for ASFIYA SULTANA

To: <[201710100264@presidencyuniversity.in](mailto:201710100264@presidencyuniversity.in)>Cc: <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)> ,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **ASFIYA SULTANA**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Tisha Roy

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**





5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Tisha Roy, Tel: 7899084019 Email: [tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Fwd: Offer Letter for Chandan R, 2017CSE0157, 8CSE 3**

Chandan R &lt;chandanraghu313@gmail.com&gt;

Mon 24-May-21 12:24 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, May 20, 2021, 4:38 PM**Subject:** Offer Letter for Chandan R**To:** <[chandanraghu313@gmail.com](mailto:chandanraghu313@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Chandan R**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

01-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar,  
Bangalore - 560001



Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**

REGISTRAR  
  


4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

Chandan R

	Yearly CTC	Monthly CTC
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

**Fwd: Offer Letter for Chandana P S**

Chandana P S &lt;chandanaps25089@gmail.com&gt;

Thu 03-Jun-21 9:39 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Wed, 2 Jun, 2021, 6:47 PM**Subject:** Offer Letter for Chandana P S**To:** <[chandanaps25089@gmail.com](mailto:chandanaps25089@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>, <[sreeja.nair@squareyards.in](mailto:sreeja.nair@squareyards.in)>Dear **Chandana P S**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Deepak Kumar S

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Deepak Kumar S, Tel: 7829903125 Email: [deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

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Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



**Chandana P S**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

**Fwd: Offer Letter for NITIN GAUTAM**

Nitin Gautam &lt;nitinlko42@gmail.com&gt;

Tue 25-May-21 6:28 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Tue, 25 May 2021 at 2:16 PM**Subject:** Offer Letter for NITIN GAUTAM**To:** <[nitinlko42@gmail.com](mailto:nitinlko42@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **NITIN GAUTAM**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, [Infantry Road, Vasanth Nagar, Bangalore - 560001](#)

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**

*Satya Narayana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**NITIN GAUTAM**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jainu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE

**Fwd: Offer Letter for SYED DANISH PASHA**

Syed Danish Pasha &lt;syeddanishp@gmail.com&gt;

Fri 28-May-21 9:48 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Thu, 27 May, 2021, 2:38 pm**Subject:** Offer Letter for SYED DANISH PASHA**To:** <[syeddanishp@gmail.com](mailto:syeddanishp@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **SYED DANISH PASHA**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE




**SYED DANISH PASHA**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR



**Fwd: Offer Letter for Kopperla Preethi**

Kopperla Preethi &lt;preethikopperla@gmail.com&gt;

Thu 03-Jun-21 9:41 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Wed, Jun 2, 2021, 6:49 PM**Subject:** Offer Letter for Kopperla Preethi**To:** <[preethikopperla@gmail.com](mailto:preethikopperla@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>, <[sreeja.nair@squareyards.in](mailto:sreeja.nair@squareyards.in)>Dear **Kopperla Preethi**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Deepak Kumar S

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Deepak Kumar S, Tel: 7829903125 Email: [deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Kopperla Preethi**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for Nandimandalam Varun**

N Varun &lt;nvvarun76@gmail.com&gt;

Fri 28-May-21 10:01 AM

To: Satya Narayana M R-Sr. Exe-Placement &lt;satyanarayana@presidencyuniversity.in&gt;

1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

From: **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>

Date: Tue, 25 May 2021, 2:18 pm

Subject: Offer Letter for Nandimandalam Varun

To: <[nvvarun76@gmail.com](mailto:nvvarun76@gmail.com)>Cc: <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Nandimandalam Varun**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



**Nandimandalam Varun**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Re: Offer Letter for Naveen N**

Naveen N &lt;3581naveen@gmail.com&gt;

Sat 29-May-21 5:08 PM

To: Satya Narayana M R-Sr. Exe-Placement &lt;satyanarayana@presidencyuniversity.in&gt;

[satyanarayana@presidencyuniversity.in](mailto:satyanarayana@presidencyuniversity.in)On Sat, 29 May 2021, 12:17 Square Yards, <[offers@squareyards.com](mailto:offers@squareyards.com)> wrote:Dear **Naveen N**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be	<b>Bangalore</b>
Reporting Date & Time:	15-Jun-2021, 9:30 AM
Venue Detail:	150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001
Contact Person:	Suraj Anil Harsh

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**
5. **4 Passport size Photographs (in White Background)**
6. **Cancelled Cheque**
7. **CV (Resume)**
8. **Resignation Acceptance from your previous organization**
9. **EPF Number or UAN No.**
10. **Bank Statement**

Should you need any clarification prior to joining, please feel free to get in touch with Suraj Anil Harsh, Tel: 7506425759 Email: [suraj.harsh@squareyards.co.in](mailto:suraj.harsh@squareyards.co.in)

We look forward to a mutually rewarding partnership.



Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.


Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as apprised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR 

**Fwd: Offer Letter for Pranitha.B.S**

Pranitha B S &lt;pavanitha135@gmail.com&gt;

Fri 28-May-21 11:04 AM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Fri, 28 May 2021, 10:59 am**Subject:** Offer Letter for Pranitha.B.S**To:** <[pavanitha135@gmail.com](mailto:pavanitha135@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Pranitha.B.S**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

08-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

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Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

**Pranitha.B.S**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Janus*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar



**Pranitha.B.S**

	<b>Yearly CTC</b>	<b>Monthly CTC</b>
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for Rahul. R**

Rahul.R Rahul &lt;rahulrrahul487@gmail.com&gt;

Mon 31-May-21 2:17 PM

**To:** Satya Narayana M R-Sr. Exe-Placement <satyanarayana@presidencyuniversity.in>

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

**From:** **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>**Date:** Sun, 30 May, 2021, 2:08 pm**Subject:** Offer Letter for Rahul. R**To:** <[rahulrrahul487@gmail.com](mailto:rahulrrahul487@gmail.com)>**Cc:** <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)>, <[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **Rahul. R**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Antara

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. **Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)**
2. **Photo Id Proof - Passport / Driving License / Voter's ID**
3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Antara, Tel: 9113908661  
Email: [antara.a@squareyards.co.in](mailto:antara.a@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

*Note: You will be eligible for the above said scheme only in case you have performed according to the unified incentive and reimbursement structure as appraised by Company from time to time. The incentives and reimbursement are discretionary and may vary from time to time and are only to facilitate and motivate the employee. The Company reserves the right to alter/vary the terms and condition of this scheme or may completely revoke the scheme, at any time without any notice.*

Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE

Rahul. R

	Yearly CTC	Monthly CTC
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Salary Components</b>		
Basic	181,200	15,100
HRA	689	57
<b>Statutory Benefits</b>		
ESIC (Employer Part)	5,911	493
<b>Performance Linked Allowances*</b>		
Performance Linked Payout	112,200	9,350
<b>Monthly Gross</b>	<b>294,089</b>	<b>24,507</b>
ESIC (Employee Part)	1,364	114
P TAX	2,400	200
PA Cover	180	15
<b>Net Pay</b>	<b>290,145</b>	<b>24,178</b>

\*Performance linked allowances are payable monthly subject to achievement of the performance criteria as defined by the management from time to time.

\*In the event of mutual separation, your notice period would be 0 days till you're on probation & 15 days after confirmation.

*Jana*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE  
Registrar

**Fwd: Offer Letter for ATHIRA C TOM**

SHAIK DARGA KHALED AHMED &lt;201710101332@presidencyuniversity.in&gt;

Sat 29-May-21 5:21 PM

To: Satya Narayana M R-Sr. Exe-Placement &lt;satyanarayana@presidencyuniversity.in&gt;

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

From: **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>

Date: Sat, 29 May 2021, 10:45 am

Subject: Offer Letter for SHAIK DARGA KHALED AHMED

To: <[201710101332@presidencyuniversity.in](mailto:201710101332@presidencyuniversity.in)>Cc: <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)> ,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **SHAIK DARGA KHALED AHMED**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Tisha Roy

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

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3. **PAN card**
4. **Aadhar Card**



5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Tisha Roy, Tel: 7899084019 Email: [tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)

We look forward to a mutually rewarding partnership.

Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.

Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

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Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



**Fwd: Offer Letter for ATHIRA C TOM**

AKSHAY KUMAR J UPARKAR &lt;201710100988@presidencyuniversity.in&gt;

Sat 29-May-21 5:21 PM

To: Satya Narayana M R-Sr. Exe-Placement &lt;satyanarayana@presidencyuniversity.in&gt;

📎 1 attachments (73 KB)

CTC Breakup.pdf;

----- Forwarded message -----

From: **Square Yards** <[offers@squareyards.com](mailto:offers@squareyards.com)>

Date: Sat, 29 May 2021, 11:15 am

Subject: Offer Letter for AKSHAY KUMAR J UPARKAR

To: <[201710100988@presidencyuniversity.in](mailto:201710100988@presidencyuniversity.in)>Cc: <[debayan.bhattacharya@squareyards.co.in](mailto:debayan.bhattacharya@squareyards.co.in)>, <[tisha.roy@squareyards.co.in](mailto:tisha.roy@squareyards.co.in)> ,<[deepak.kumar08@squareyards.co.in](mailto:deepak.kumar08@squareyards.co.in)>Dear **AKSHAY KUMAR J UPARKAR**,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 300,000/- (Enclosed: CTC break-up)**.

In addition you will be eligible to participate in:

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- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

**Bangalore**

Reporting Date &amp; Time:

15-Jun-2021, 9:30 AM

Venue Detail:

150, Ground floor, Embassy point, Infantry Road, Vasanth Nagar, Bangalore - 560001

Contact Person:

Tisha Roy

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Regards,

Human Resources

[Square Yards Consulting Pvt. Ltd.](#)

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Accept

  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE