

# IMPETUS

IIPL/HEG/OFFER/2340

Date: April 23, 2021

To,

**Aashee Vyas**  
44 Saraswati Nagar , near Vaishali Nagar Indore  
Madhya Pradesh 452009

Dear Aashee,

Pursuant to our discussions, **Impetus Technologies India Pvt. Ltd.** is pleased to make you an offer of employment as **Project Trainee** at grade X starting on **April 29, 2021**.

Your Stipend will be **INR 10000/-(Rupees Ten Thousand only)** per month.

All terms and conditions of your engagement will be in accordance with this letter read along with (i) Annexure A to this letter, (ii) the Appointment Letter (to be issued to you on successful completion of your Training and fulfillment of all documentation requirement), ((iii) the Non- Disclosure Agreement. Formats / copies of the above-mentioned documents are available with us and you are required to read and understand the same prior to your acceptance of our offer for training engagement. In addition, you shall also be required to abide by all the policies and procedures of the Company including those provided on the Company's intranet.

You will be eligible to join as **Associate Software Engineer** at Grade **G4** only after successful completion of your Post-graduate degree and on submission of the pass certificate, your **CTC** will be revised to **04 LPA** inclusive of **36K as Annual Incentive**.

Please note that this offer is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of training engagement. The Company reserves the right to withdraw this offer of training engagement (for training) without any obligation whatsoever, if it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presumes or suspects or determines or believes that any commercial or contractual or other obligation may limit the ability of the company to engage the candidate in business activities of the Company.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

Should you accept our offer, on the Day of Joining, please meet our HEG Personnel at 10:30 AM along with the following documents:

1. Signed copy of the accepted offer Letter
2. Copy of Aadhar card
3. Copy of Pan Card ( kindly apply for the same in case if you don't have one) - 3 Copies
4. Copy of Passport (kindly apply for the same in case if you don't have one)
5. Copy of 10th, 12th, Graduation and Post graduation mark sheets and degree
6. Address Proof

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

You will be required to submit original copy of all your mark sheets starting from 10th onwards till your last degree and your experience certificate. They are required for initiating and completing our background verification process. All these documents will be taken against an official certificate that will also assure that the documents will be returned within 4 weeks and that they have been retained for verification purpose.

Sincerely,

**Abhishek** Digitally signed  
**Kumar** by Abhishek  
**Singh** Kumar Singh  
Date: 2021.04.23  
21:15:25 +05'30'

Authorized Signatory

Encl.

**Annexure A:** Terms and Conditions of training engagement

I hereby unconditionally accept all the terms and conditions of this offer for employment with **Impetus Technologies India Pvt. Ltd.** I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

-----  
Name:

Date:

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India, Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

## Annexure A

### Terms and Conditions of Employment

If you accept the Company's offer of employment the following terms and conditions (or as may be modified from time to time) will operate and govern your employment with Impetus Technologies India Pvt. Ltd.

1. You may be posted or transferred to any unit/ office/ branch/ location of the Company or to any of our group / associate companies at any time in any part of India or abroad, at the sole and absolute discretion of the Company. You may also be assigned to projects that require you to travel within and out of India. In the instance of your travel on behalf of the Company, you shall be entitled to reimbursement of expenses and allowances as per applicable Company policies. Further, in such case, you shall also be bound by any policy of such other office or associate companies, in existence at the date of this Agreement or that may be subsequently framed by the Company or the associate companies.
2. You are required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time. By accepting this offer and joining the Company, you are accepting all the prevailing policies of the Company and any future changes in the policies from time to time.
3. In the event you wish to resign from your employment with the Company, you would be required to give three (3) month's notice to the Company.
4. The Company may terminate your employment by giving three (3) month's notice. The Company may also terminate your employment with immediate effect, (without any notice or payment in lieu of notice) in the event of any misconduct on your part, including (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to you, (iv) insolvency or conviction for any offence involving moral turpitude, (v) breach of any terms or conditions of employment (vi) irregularity in attendance, or unauthorized or unapproved absence from the place of work, (vii) going on or abetting a strike in contravention of any law for the time being in force, (viii) conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or under Company's policies.

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India. Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

5. You would be entitled to take leaves as per the Company's Annual Leave Policy.
6. You agree to devote your full working time and attention exclusively for the Company's work and responsibilities assigned to you. You will not engage in any other commercial or business activity, even part time, for any monetary gains.
7. You agree that you will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. You shall also not communicate with the media in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.
13. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

**Abhishek  
Kumar  
Singh** Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2021.04.23  
21:16:14 +05'30'

-----  
Authorized Signatory

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

## Appointment commitments

**Name:** Aashee Vyas  
**DOJ:** April 29, 2021  
**Experience:** 0  
**Skill Set:** Java/J2EE  
**Source:** Recruiter Sourced  
**Salary:** Stipend of Rs. 10000/- Per Month  
**Designation:** Project Trainee  
**Grade:** X

## Commitments at the time of Negotiation:

### Any Project Promised:

Your fixed stipend would be Rs. 10000/- Per Month (Rupees Ten Thousand only Per Month). You will be eligible to join as an **Associate Software Engineer at Grade G4** only after successful completion of your graduate degree and on submission of pass certificate, your CTC will be revised to 04 LPA inclusive of 36K as Annual Incentive.

### Commitment Clause:

**Abhishek Kumar Singh** Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2021.04.23  
21:16:47 +05'30'

Authorized Signatory:

Candidates Signature:  
Aashee Vyas

### Impetus Technologies India Pvt. Ltd.

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256



Techbeansolutions Pvt Ltd

**Head Office**

**Office No.105, 1st Floor Sarswati Complex, Bhawar Kuan, Near Din Dayal Garden,**

**Opposite Bholaram Ustad, Indore - 452001**

**Contact: (91) 9229498554, (91)7694949816**

**Web: [www.techbeanssolution.in](http://www.techbeanssolution.in)**

**Internship Certificate**

**REG NO: MP-23- 0002555**

**Date: 24/05/2021**

This is to certify that **Mr. Aditya Jhala S/O Mr. Yogesh Jhala** Student of **M.C.A(6 years)** From International Institute of professional studies Indore has successfully completed internship in our organization from **01/04/2021 to 15/05/2021**. During this period of his internship program, he worked on **web designing**.

During the period his behavior was very good. We wish him to all success in future.

Thanking You

  
For techbeansolutions  
**Tech Beans Solution**

**For techbeansolutions Pvt Ltd.**

Techbeansolutions Pvt Ltd.

**Office No.105, 1st Floor Sarswati Complex, Bhawar Kuan, Near Din Dayal Garden,**

**Opposite Bholaram Ustad, Indore - 452001**

**Mob: 7694949816 | Web: [www.techbeanssolution.in](http://www.techbeanssolution.in) | Email: [usingh@techbeanssolution.in](mailto:usingh@techbeanssolution.in)**

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:10-Mar-2021**

**Aditya Jhala  
C9277366**

**57-Biyabani Main Road Indore (M.P.)  
9770635309**

Dear **Aditya Jhala**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level-12**

**Job Family Group - Software Engineering**



Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA or above, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.



Pre-Onboard Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes a learning module- Technology Fundamentals online Learning program (Hereinafter" program"). This program further enhances and further details the training opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent. The training module for the program will be made available to you at least 3 months before onboarding to give you a reasonable time to learn at your pace and comfort and prepare for the ensuing assessments.

Details of the program and assessment are reiterated as under:

- Under the program, the learning modules hosted on a technology platform will prepare you to be code ready.
- Before onboarding/joining Accenture, you will need to go through the Technology Fundamentals assessment bases on the Pre-Onboard online learning program that was provided to you.
- On successful clearance of the program assessment in the first attempt along with the completion of Pre-Onboard Learning program content, you will be eligible for a learning Incentive of INR 10,000.
- In case you fail in the first attempt or do not complete your pre-onboard learning, you will not be eligible for any learning incentive.
- To clear assessments for the program, you are required to score minimum 60% marks in each assessment test for the program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- During each reattempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you to clear the assessment.

Your employment and onboarding with Accenture is subject to your successful completion of the assessment of the program(within stipulated period for Accenture to provide you date of joining), as mentioned above. Should you not clear same this offer shall become redundant and will be revoked.

Post successful completion of the aforementioned assessment and upon joining the Company further training program (s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic tests will be conducted throughout this training program which you are expected to clear. You are required to score minimum 60% marks in each test to clear the Accenture specific training program. If you are unable to score 60% in the first attempt, you will have up to two additional attempts to score the same to clear the training. Your employment with Accenture is subject to your successful completion of this training as mentioned above. If you are unable to complete the Accenture specific training program in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The above shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 14 days (fourteen days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 14 days (fourteen days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

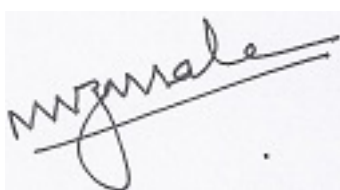
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ Insert full legal name]

## ANNEXURE 1

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	3,83,000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500
<b>Maximum Annual Total earning potential (A+B)</b>	4,15,500
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law# + Insurance Premium (notional value)</b>	9,500
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	4,50,000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you will be eligible to participate in the FY21 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### (C) Joining Bonus

You are also eligible for a joining bonus of INR 25,000 payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**Note: For International Worker Only\***

• As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. #Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

## **ANNEXURE II**

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
3. Copy of Degree/PG/Diploma (as applicable) certificates.
4. Passport copy, if available (if not please apply immediately).
5. Pan Card
6. Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.



To,

**Name :** Akshata Ajay Marathe

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Akshata Ajay Marathe,

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 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's 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 three months 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”





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206947555/Mumbai**  
**Date: 09/01/2021**

Mr. Akshay Meghani  
C2,84 Lig Awasi NagarC/2 84 Lig Awasi Nagar Dewas,  
Awasi Nagar,  
Dewas-455001,  
Madhya Pradesh.  
Tel# 91-8770604670

Dear Akshay Meghani,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

**TCS Confidential**  
**TCSL/DT20206947555**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

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



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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

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

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

**TCS Confidential**

**TCSL/DT20206947555**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

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

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



## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

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

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

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

### **2. Pre requisites for Joining**

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

**TCS Confidential**

**TCSL/DT20206947555**

**5**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **3. Training Period**

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

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

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

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

### **4. Working Hours**

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

### **5. Mobility**

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

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

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

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



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

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

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

### **14. Notice Period**

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

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

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

### **15. Retirement**

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

### **16. Pre-employment Medical Certificate**

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

### **17. Employment of Non Indian Citizens**

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

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action





including termination of traineeship/service without notice.

## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



\*NSR E-Card

## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.



(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Akshay Meghani</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>International Institute Of Professional Studies, Devi Ahilya University</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

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

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

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

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



## Annexure 2

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



**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

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

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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



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

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



29-Jan-2021

Amit Dabi

MCA Computer Application

Institute of Eng&Tech, DAVV Group,Indore

Dear Amit,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

I accept the terms and conditions of the offer as mentioned above.

**Signature:**

**Date:**



4-November-2020

Mr. Anshul Chaudhary

Email id: 2910aanshul1997@gmail.com

**Sub: Letter of Intent Quantiphi Analytics Solutions Private Limited ('Company')**

Dear Anshul Chaudhary,

We are pleased to offer you the position of **Framework Engineer** in Quantiphi Analytics Solutions Private Limited ("Quantiphi" or "Company").

Your salary during the course of full time employment will be of **INR 8,50,000/-** annually on cost to company basis.

Fixed Component	QCDP Reward	Total CTC
INR 6,50,000/-	INR 2,00,000/-	INR 8,50,000/-

As a part of your onboarding process you will undergo a four month internship ('Virtuverse') with us and thereby leading to confirmation as a full time employee based on your performance.

'Virtuverse' is designed to provide you access to vast domain knowledge on Machine Learning, Big Data etc. via a virtual platform at your ease and comfort for your home.

During the period of internship you will be paid a fixed amount of INR 20,000/- per month as stipend and a one time set up cost of Rs. 2000/- in order to enable you to be infrastructure ready for the virtual training.

Your formal appointment letter/agreement will be issued to you on the day of your joining our Company.

The Letter of Intent needs to be accepted within 48 hours else, it will considered as null and void.

|



---

Authorized Signatory  
Vivek Khemani  
(Director)



---

Agreed and Accepted  
Anshul Chaudhary



29-Jan-2021

Arjun Singh Sisodiya  
MCA Computer Application  
Institute of Eng&Tech, DAVV Group,Indore

Dear Arjun Singh,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa



- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

I accept the terms and conditions of the offer as mentioned above.

**Signature:**

**Date:**



To,

**Name :** Ashita Yadav

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Ashita Yadav,

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 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's 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 three months 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”



To,

**Name :** Aashee Vyas

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Aashee Vyas,

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 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's 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 three months 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”



To,

**Name :** Kajal Mehta

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Kajal Mehta,

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 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's 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 three months 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”



To,

**Name :** Kavisha Tripathi

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Kavisha Tripathi,

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 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's 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 three months 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”

# Infosys Recruitment

## Process Survey - Please share your feedback



Inbox



Infosys Freshers... 26 Mar



to me ▾

Dear Kratika Chouhan,

Congratulations on successfully clearing the Infosys selection process.

Since you have progressed through all the stages of our recruitment process, it would be great if you could spare 3-4 minutes to share a feedback on your experience.

Your feedback will help us assess



and improve these processes.

Please [click here](#) to share your feedback.

Please note that this survey is accessible from the latest updated version of Chrome, Edge, Firefox and Safari only. IE is not supported.

We look forward to welcome you into the **Infosys** family.

Best regards,

Talent Acquisition

**Infosys**



Fair Isaac India Software Pvt. Ltd  
CIN U72200KA2003PTC032938  
Registered Office  
Titanium Building  
135 Airport Road  
Kodihalli, Bangalore 560 017, India  
T 91 80 4137 1700  
F 91 80 4137 1701  
Email: investor@fico.com  
www.fico.com

November 26, 2020

Kritika  
Indore

Dear Kritika,

This is with reference to your application for an Internship role for a limited period at Fair Isaac India Software Pvt. Ltd. ("Company" or "FICO"). We are pleased to engage you on a temporary basis from January 4, 2021 to June 30, 2021. Your Internship is contingent on the results of a background check which may include a criminal record check and reference checks, and may include a review of education, work and medical history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded, or your Internship with the Company may be subject to immediate termination.

1. You will be paid a consolidated stipend, of INR30,000/- per month (less tax withholding) during your Internship with us.
2. You will be paid a signing bonus of INR20,000/- along with your first payroll. In the event that you voluntarily terminate your Internship with FICO or your Internship is involuntarily terminated for reasons other than a reduction in force or position elimination within the Internship period, you agree to repay to FICO the full signing bonus amount.
3. You will be entitled to certain benefits specific to paid Company-recognized holidays, vacation time, and sick time throughout the limited period of your Internship with the Company. Details surrounding these benefits will be provided to you by separate document.
4. You will maintain the confidentiality of all the information you are exposed to and you will not attempt to discuss or disclose any information to anyone without the written permission of the undersigned.
5. During the period of your Internship with us, you will obey the instructions of your superiors and will work honestly and sincerely. You will observe all the rules and regulations maintained by the Company's employees. Company rules, regulations, and policies are available on Jive. It is expected that you will take time to review the Company rules, regulations, and policies at the start of your Internship.



6. It is expressly understood and agreed by you that the Internship being offered to you is for a limited period of time i.e. January 4, 2021 to June 30, 2021.
7. Your appointment in this Internship role does not create any liability whatsoever on the part of Fair Isaac India Software Private Limited, to offer you any employment part-time, temporary or permanent, beyond the period of validity of this letter of Internship appointment. Your Internship with Fair Isaac India Software Private Limited will, therefore, stand automatically terminated at 6.00PM on June 30, 2021.
8. We shall be fully within our rights to terminate your Internship with us at any time before the completion of the full period of your Internship described in this letter by giving 30 days' notice. If you, in turn wish to discontinue your Internship with us before the full expiry of the period described in this letter, you will do so by giving us at least 30 days advance notice in writing.
9. Your primary assignment will be outlined by your supervisor/manager. Your assigned Internship duties are subject to modification by FICO as our business and organization change and grow.

Kindly sign and return the duplicate copy of this letter as a token of your understanding and acceptance of these terms and conditions.

Yours sincerely,

Akash Bothera  
HR Consulting-Vice President

ACCEPTANCE

To: Fair Isaac India Software Private Limited

I, Kritika, understand and accept the above terms and conditions.

Kritika

Place: Indore

Date: 01-DEC-2020



Fair Isaac India Software Pvt. Ltd  
CIN U72200KA2003PTC032938  
Registered Office:  
Titanium Building  
135 Airport Road  
Kodihalli, Bangalore 560 017, India  
T 91 80 4137 1700  
F 91 80 4137 1701  
Email: investor@fico.com  
www.fico.com

November 26, 2020

Monika Charpe  
Indore

Dear Monika,

This is with reference to your application for an Internship role for a limited period at Fair Isaac India Software Pvt. Ltd. ("Company" or "FICO"). We are pleased to engage you on a temporary basis from January 4, 2021 to June 30, 2021. Your Internship is contingent on the results of a background check which may include a criminal record check and reference checks, and may include a review of education, work and medical history. If the results of your background check reveal information that is inconsistent with our standards, this offer may be rescinded, or your Internship with the Company may be subject to immediate termination.

1. You will be paid a consolidated stipend, of INR30,000/- per month (less tax withholding) during your Internship with us.
2. You will be paid a signing bonus of INR20,000/- along with your first payroll. In the event that you voluntarily terminate your Internship with FICO or your Internship is involuntarily terminated for reasons other than a reduction in force or position elimination within the Internship period, you agree to repay to FICO the full signing bonus amount.
3. You will be entitled to certain benefits specific to paid Company-recognized holidays, vacation time, and sick time throughout the limited period of your Internship with the Company. Details surrounding these benefits will be provided to you by separate document.
4. You will maintain the confidentiality of all the information you are exposed to and you will not attempt to discuss or disclose any information to anyone without the written permission of the undersigned.
5. During the period of your Internship with us, you will obey the instructions of your superiors and will work honestly and sincerely. You will observe all the rules and regulations maintained by the Company's employees. Company rules, regulations, and policies are available on Jive. It is expected that you will take time to review the Company rules, regulations, and policies at the start of your Internship.



6. It is expressly understood and agreed by you that the Internship being offered to you is for a limited period of time i.e. January 4, 2021 to June 30, 2021.
7. Your appointment in this Internship role does not create any liability whatsoever on the part of Fair Isaac India Software Private Limited, to offer you any employment part-time, temporary or permanent, beyond the period of validity of this letter of Internship appointment. Your Internship with Fair Isaac India Software Private Limited will, therefore, stand automatically terminated at 6.00PM on June 30, 2021.
8. We shall be fully within our rights to terminate your Internship with us at any time before the completion of the full period of your Internship described in this letter by giving 30 days' notice. If you, in turn wish to discontinue your Internship with us before the full expiry of the period described in this letter, you will do so by giving us at least 30 days advance notice in writing.
9. Your primary assignment will be outlined by your supervisor/manager. Your assigned Internship duties are subject to modification by FICO as our business and organization change and grow.

Kindly sign and return the duplicate copy of this letter as a token of your understanding and acceptance of these terms and conditions.

Yours sincerely,

Akash Bothera  
HR Consulting-Vice President

ACCEPTANCE

To: Fair Isaac India Software Private Limited

I, Monika, understand and accept the above terms and conditions.

Monika Charpe

Place: Dehradun  
Date: 1-12-20

# IMPETUS

IIPL/HEG/OFFER/2340

Date: November 21, 2020

To,

**Mrunal Vartak**  
**48, Sector E, Rajendra Nagar Indore**  
**Madhya Pradesh 452012**

Dear Mrunal,

Pursuant to our discussions, **Impetus Technologies India Pvt. Ltd.** is pleased to make you an offer of employment as **Project Trainee** at grade **X** starting on **November 25, 2020**.

Your Stipend will be **INR 10000/- (Rupees Ten Thousand only)** per month.

All terms and conditions of your engagement will be in accordance with this letter read along with (i) Annexure A to this letter, (ii) the Appointment Letter (to be issued to you on successful completion of your Training and fulfillment of all documentation requirement), ((iii) the Non- Disclosure Agreement. Formats / copies of the above-mentioned documents are available with us and you are required to read and understand the same prior to your acceptance of our offer for training engagement. In addition, you shall also be required to abide by all the policies and procedures of the Company including those provided on the Company's intranet.

You will be eligible to join as **Associate Software Engineer** at Grade **G4** only after successful completion of your Post-graduate degree and on submission of the pass certificate, your **CTC** will be revised to **3.6 LPA** inclusive of **32K as Annual Incentive**.

Please note that this offer is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of training engagement. The Company reserves the right to withdraw this offer of training engagement (for training) without any obligation whatsoever, if it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256



# IMPETUS

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it presumes or suspects or determines or believes that any commercial or contractual or other obligation may limit the ability of the company to engage the candidate in business activities of the Company.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your attorneys and accountants, for seeking their advice) without our prior written consent.

Should you accept our offer, on the Day of Joining, please meet our HEG Personnel at 10:30 AM along with the following documents:

1. Signed copy of the accepted offer Letter
2. Copy of Aadhar card
3. Copy of Pan Card ( kindly apply for the same in case if you don't have one) - 3 Copies
4. Copy of Passport (kindly apply for the same in case if you don't have one)
5. Copy of 10th, 12th, Graduation and Post graduation mark sheets and degree
6. Address Proof

**Impetus Technologies India Pvt. Ltd.**  
CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India. Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

You will be required to submit original copy of all your mark sheets starting from 10th onwards till your last degree and your experience certificate. They are required for initiating and completing our background verification process. All these documents will be taken against an official certificate that will also assure that the documents will be returned within 4 weeks and that they have been retained for verification purpose.

Sincerely,

Abhishek  
Kumar  
Singh

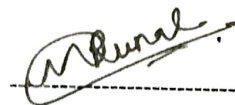
Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2020.11.22  
23:35:27 +05'30'

Authorized Signatory

Encl.

**Annexure A:** Terms and Conditions of training engagement

I hereby unconditionally accept all the terms and conditions of this offer for employment with **Impetus Technologies India Pvt. Ltd.** I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.



Name: **MRUNAL VARTAK**

Date: **23.11.2020**

Impetus Technologies India Pvt. Ltd.  
CIN: U72100MP2000PTC014455  
Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India, Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India, Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

## Annexure A

### Terms and Conditions of Employment

If you accept the Company's offer of employment the following terms and conditions (or as may be modified from time to time) will operate and govern your employment with Impetus Technologies India Pvt. Ltd.

1. You may be posted or transferred to any unit/ office/ branch/ location of the Company or to any of our group / associate companies at any time in any part of India or abroad, at the sole and absolute discretion of the Company. You may also be assigned to projects that require you to travel within and out of India. In the instance of your travel on behalf of the Company, you shall be entitled to reimbursement of expenses and allowances as per applicable Company policies. Further, in such case, you shall also be bound by any policy of such other office or associate companies, in existence at the date of this Agreement or that may be subsequently framed by the Company or the associate companies.
2. You are required to abide by the rules and regulations of the office and are required to maintain the code of conduct and disciplinary rules, which may be framed or modified from time to time. By accepting this offer and joining the Company, you are accepting all the prevailing policies of the Company and any future changes in the policies from time to time.
3. In the event you wish to resign from your employment with the Company, you would be required to give three (3) month's notice to the Company.
4. The Company may terminate your employment by giving three (3) month's notice. The Company may also terminate your employment with immediate effect, (without any notice or payment in lieu of notice) in the event of any misconduct on your part, including (i) fraudulent, dishonest or undisciplined conduct, (ii) breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) insubordination or failure to comply with the directions given to you, (iv) insolvency or conviction for any offence involving moral turpitude, (v) breach of any terms or conditions of employment (vi) irregularity in attendance, or unauthorized or unapproved absence from the place of work, (vii) going on or abetting a strike in contravention of any law for the time being in force, (viii) conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (ix) misconduct as provided under the labour laws or under Company's policies.

**Impetus Technologies India Pvt. Ltd.**

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256


# IMPETUS

5. You would be entitled to take leaves as per the Company's Annual Leave Policy.
6. You agree to devote your full working time and attention exclusively for the Company's work and responsibilities assigned to you. You will not engage in any other commercial or business activity, even part time, for any monetary gains.
7. You agree that you will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon Company, without obtaining a specific prior written permission from the Company. You shall also not communicate with the media in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.
13. You agree to sign the Non Disclosure Agreement with the Company on the first day of your joining before any work allocation.

Abhishek  
Kumar  
Singh

Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2020.11.22  
23:35:58 +05'30'

-----  
Authorized Signatory

  
-----  
23/11/2020

Impetus Technologies India Pvt. Ltd.  
CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000, Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300, Fax: +91.731.4071256

# IMPETUS

## Appointment commitments

**Name:** Mrunal Vartak  
**DOJ:** November 25, 2020  
**Experience:** 0  
**Skill Set:** Java/J2EE  
**Source:** Recruiter Sourced  
**Salary:** Stipend of Rs. 10000/- Per Month  
**Designation:** Project Trainee  
**Grade:** X

## Commitments at the time of Negotiation:

### Any Project Promised:

Your fixed stipend would be Rs. 10000/- Per Month (Rupees Ten Thousand only Per Month). You will be eligible to join as an **Associate Software Engineer at Grade G4** only after successful completion of your graduate degree and on submission of pass certificate, your CTC will be revised to 3.6 LPA inclusive of 32K as Annual Incentive.

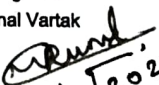
### Commitment Clause:

**Abhishek Kumar Singh** Digitally signed  
by Abhishek  
Kumar Singh  
Date: 2020.11.22  
23:36:19 +05'30'

### Authorized Signatory:

### Candidates Signature:

Mrunal Vartak

  
23/11/2020

## Impetus Technologies India Pvt. Ltd.

CIN: U72100MP2000PTC014455

Unit No. 4-A, Third Floor, STP II, Crystal IT Park-SEZ, Ring Road, Indore-452001 (M.P.) India., Phone: +91.731.4743000. Fax: +91.731.4743111  
Regd. Office : Sarda House, 24-B, Palasia, A.B. Road, Indore-452001 (M.P.) India. Phone: +91.731.4269300. Fax: +91.731.4071256



29-Jan-2021

Nishtha Shamrma

MCA Computer Application

Institute of Eng&Tech, DAVV Group,Indore

Dear Nishtha,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

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



Suresh Bethavandu

**Global Head-Talent Acquisition**

I accept the terms and conditions of the offer as mentioned above.

**Signature:**

**Date:**



30<sup>th</sup> March 2021

To  
Ms. Pallavi Patil  
Indore  
[patilpallavi059@gmail.com](mailto:patilpallavi059@gmail.com)

**Sub: Offer of Employment**

Dear Pallavi,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Systango Technologies Private Limited (hereinafter referred to as "Systango" or "Company"). Please accept our heartiest congratulations and warm welcome to the Systango family.

The Terms and conditions of your employment are as below.

**Designation: Intern - Engineering (STPA)**

1. Details of your "Annual Compensation" are given in the attached Annexure – A
2. Your employment with Systango will be governed by terms and conditions mentioned in the attached Annexure – B
3. You are required to join on **Monday, 5<sup>th</sup> April 2021** and the offer stands withdrawn thereafter, unless the joining date is extended and communicated to you in writing.
4. You are requested to report to **Mr. Anshuman Thakur** at **11:00 am** to complete the joining formalities at Systango, 3<sup>rd</sup> Floor Crystal IT Park, Building No. 1. At the time of joining, you are requested to submit the copies of the documents as mentioned in the attached Annexure – C.

Warm Regards,  
**For Systango Technologies Pvt Ltd.**

**Vaidehi Bhargava**  
**Manager- HR**

Encl: Annexure – A (Annual Compensation),  
Annexure – B (Terms and conditions of employment)  
Annexure – C (Document Check List)

**Date:**

**Name:**

**Signature:**





## Annexure – A

- Internship: 3 months
- Stipend: 6,000 INR (during internship)

### ANNUAL COMPENSATION

S. No	Particular	Total Amount	Total Amount
		(Rs.) per Month	(Rs.) per Year
1	Basic Salary	15,500	186,000
2	House Rent Allowance	3,500	42,000
3	Conveyance Allowance	1,292	15,504
4	Medical Allowance	1,600	19,200
5	Special Allowance (Technical Allowances)	108	1,296
<b>Total Fixed Remuneration (A)</b>		<b>22,000</b>	<b>264,000</b>
6	Performance Bonus* (after completion of one year, to be disbursed in coming financial year)		36,000
7	Leave Encashment**		3,617
8	Gratuity		8,942
9	Food & Beverage Allotment		10,000
10	Training & Development Allotment		40,000
<b>Total Retrials (B)</b>			<b>98,559</b>
<b>Total Cost to Company</b>		<b>22,000</b>	<b>362,559</b>

**(In words: Three Lacs, Sixty Two Thousand, Five Hundred & Fifty Nine Rupees Only)**

\*The Taxes will be applicable as per Income Tax

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

A service agreement of 24 months (excluding internship) will be applicable in your detailed employment letter for which you have to submit a non-dated cheque of INR 250,000 at the time of joining.

#### ANNUAL VARIABLE PAY (PERFORMANCE BONUS):

- It is based on company performance as well as individual performance.
- In order to receive the payout team member must be an active employee of Systango (neither resigned nor on notice period)
- Variable pay structure (AVP) is governed by the company policy and the company reserves the right to amend and modify the terms and conditions governing the same from time to time.

Date:

Name:

Signature



**GRATUITY:**

On completion of continuous service of five years you will be entitled to receive the Gratuity @ 15 days basic salary for the number of years completed.

The gratuity amount is payable on resignation/retirement subject to above conditions.

**LEAVE:**

You will be eligible to **14 days** of total leave during a year. The details of the policy would be available to you when you join.

**Date:**

**Name:**

**Signature:**



## Annexure –B

### **Terms and conditions of employment**

#### **1. Salary and Benefits**

- The first review of your compensation will be in **April 2022**
- It is the Systango policy to review the compensation payable to its employees for successive financial years and such reviewed compensation may be higher or lower than the previous financial year depending upon the overall performance of the Company.
- In addition to compensation, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall however, at its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits offered to you.
- The term 'financial year' denotes the period starting from 1st April to 31st of March of the following calendar year.
- Your compensation is confidential matter between you and the Company and should not be discussed or disclosed to others.

#### **2. Assignments / Transfer / Deputation**

- Though you have been engaged for a specific position, the company reserves the right to send you on training / deputation / secondment / transfer / assignments to any other locations, departments or units of the Company or its Associate companies, Subsidiaries, Group Companies or Customer locations, 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 understanding with any customer to whom you may be assigned / seconded / deputed, accepting restrictions which the customer may reasonably require for the protection of its legitimate interests.
- You are an employee of Systango and are not and shall not become the employee or agent of any Client at whose premises you may be deployed, at any time during your services with the company. Systango shall be responsible for the payment of all your compensation, benefits and insurance as applicable and you shall not be entitled to claim any Client employee benefits. You acknowledge that you are not employee of Client for any purpose and shall not exercise any rights or seek any benefit accruing to the regular employees of Client.

#### **3. Work Timings**

At Systango we work five days a week, Monday through Friday. Since we cater to global clients that may operate on a 24 x 7 basis, associates may be required to work at Non standard hours; Your work timing would be intimated by your manager. You shall provide details regarding the utilisation of your time by entering the same into Systango's job card.

**Date:**

**Name:**

**Signature:**



#### **4. Probationary Period**

You will be on probation for a period of 6 months and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the company.

#### **5. Notice Period**

- You will be required to give 60 working days notice in case you decide to leave our services and the same is subject to the company's discretion. Further, you will not be eligible to avail any leaves during the said notice period except for medical emergencies. Any leaves with respect to such medical emergencies availed by you during the said notice period will be added to the notice period once you resume work.
- In case you leave the services of Systango within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.
- The company reserves the right at its sole discretion, to substitute the notice period by paying you base salary in lieu of the notice period.

#### **6. Absconding from Work/Employment**

Any uninformed absence from work/employment for more than two working days will be considered as absconding from work/employment. Your employment shall be liable to be terminated on account of such unexplained absconding from work/employment and you won't be liable to receive and/or claim any certificate of employment and/or full & final settlement from the Company. Further, in case of you being a part of any project team you shall be liable for the damages incurred by the Company due to your absconding. The decision of the Human Resource department shall be final and binding in this regard.

#### **7. 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 minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

#### **8. Travel**

You may be required to travel, at short notice, whether in India or overseas, in connection with the Company's work.

#### **9. Confidentiality:**

You agree at all times during the term of your employment and thereafter (without limit of time):

**Date:**

**Name:**

**Signature:**

**Systango Technologies Pvt. Ltd.**

(Formerly Systematix Technocrates Pvt. Ltd.)

CIN : U51109MP2004PTC016959



- To hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company;
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company;
- To return to Systango all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
- For the purposes of Clause 9 “Confidential Information” means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.
- Any 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.

#### **10. Non Solicitation of Employees and Clients**

- You agree that during the period of your employment with the Company, and for **3** year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
- Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any employee of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings for any purpose related in any manner to the business of the Company.

**Date:**

**Name:**

**Signature:**

**Systango Technologies Pvt. Ltd.**

(Formerly Systematix Technocrates Pvt. Ltd.)

CIN : U51109MP2004PTC016959



- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.

#### **11. Intellectual Property**

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company .
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company.

#### **12. Indemnification**

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment.

#### **13. Jurisdiction**

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Indore shall have the exclusively jurisdiction

#### **14. Other Terms and conditions**

You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Systango. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

#### **15. Retirement:**

- You will retire/ superannuate from the company on reaching the age of 60 years.

#### **16. Termination**

- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on one month's prior notice.

**Date:**

**Name:**

**Signature:**



- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in the Company's HR manual.
  - Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
    - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
    - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undercharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
    - You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
    - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.
- 17.** 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 Systango to verify your educational, previous employment, 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 objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service
- 18.** You are required to fill the Employment Verification Form at the time of your joining.  
This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Land line number: \_\_\_\_\_

E-mail ID: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Place: \_\_\_\_\_



### **Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a self-attested copy of each

- 7 Passport size Photographs
- Permanent Address Proof and temporary address Proof
- Proof of Age either copy of passport or school leaving certificate
- Copy of Driving License
- Copy of Voter ID
- Copy of Aadhar Card
- Copy of your PAN Card
- Educational Certificates
- Copy of Offer letter of previous firm
- Experience Certificates/Relieving Letter of the last two companies
- Last 3 months' salary slips

**You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number**

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

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





To,

**Name :** Paridhi Kochar

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Paridhi Kochar,

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 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's 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 three months 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”

# Face Recognition

- \* *This project is aimed to identify the face. Here the technique is we already store some images along with his details and that images are segmented into many slices say eyes. images or slices that appear on the screen by using it we develop the face, Thus using this project it provides a very friendly environment for both operator and eyewitness to easily design any face can identify very easy.*
- \* *Face recognition is the process of identifying the face that is displayed by a person, and it has several applications in the fields of medicine, human-computer interaction others; where recognition of face displayed on a face is of vital. The process mainly comprises face detection and recognition using Haar classifier and using Fisherface based on Fisher's linear discriminant analysis (FLDA) for dimensionality reduction,*
- \* Packages
- \* Numpy
- \* Opencv
- \* Cmake
- \* Pip
- \* Harr\_cascade\_classifier

## Project Objective & Project Scope

- \* *This project is intended to identify a person using the images previously taken. The identification will be done according the previous images of different persons*
- \* *The scope of the project is to Identified face in image and video's . When a person has to be identified the images stored in pycharm.*

## OVERVIEW OF THE PROJECT

- \* *This project is aimed to identify the face. Here the technique is we already store some images. images are segmented into many slices say eyes, face. Thus using this project it provides a very friendly environment for both operator and eye to easily design any face can identify very easy*

## Overview

- \* *The project is aimed at identifying the face with the help of eye. There are mainly three modules in our project. They are Adding, Updating, --Delete*

- \* *The operator. we adds, deletes. He also constructs the face with the help of eye.*
- \* *The eye identifies with the help of parts stored in the operator. We can also construct a new image from those parts which we consider as an imaginary face.*

## **Functional Requirements:**

- \* *By conducting the requirements analysis we listed out the requirements that are useful to restate the problem definition.*
- \* *Insert the image into pycharm*
- \* *Split the image into no of parts*
- \* *Identify the image.*
- \* *Draw image manually.*
- \* *Maintain information.*

## **SYSTEM DESIGN**

- \* *Organize the pycharm*
- \* *Identify the concurrency inherent in the problem.*
- \* *Allocate subsystems to processors and tasks.*
- \* *Choose an approach for management of data stores.*
- \* *Handle access to global resources.*
- \* *Choose the implementation of control in software.*
- \* *Handle boundary conditions.*

## **System Analysis**

- \* *The first step in developing anything is to state the requirements. This applies just as much to leading edge research as to simple programs and to personal programs, as well as to large*
- \* *A problem statement may have more or less detail. A requirement for a conventional product, such as a payroll program or a billing system, may have considerable detail. A requirement for a research effort in a new area may lack many details, but presumably the research has some objective, which should be clearly stated.*

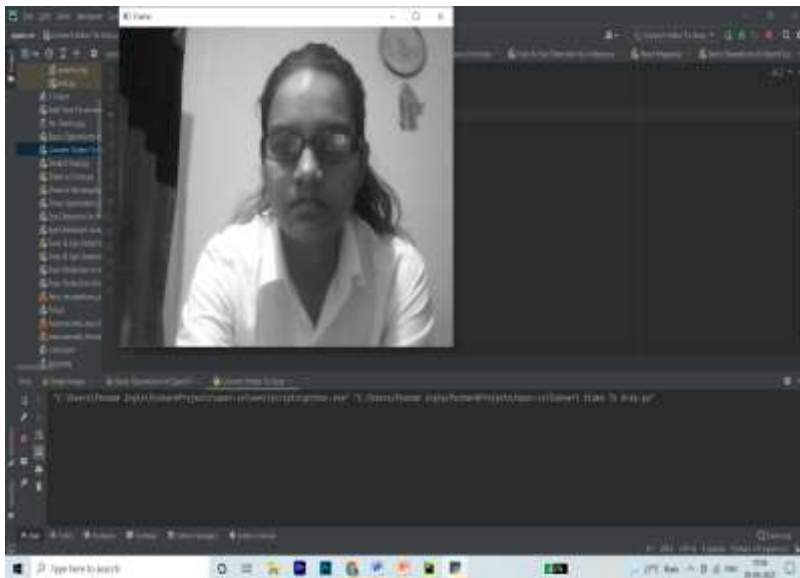
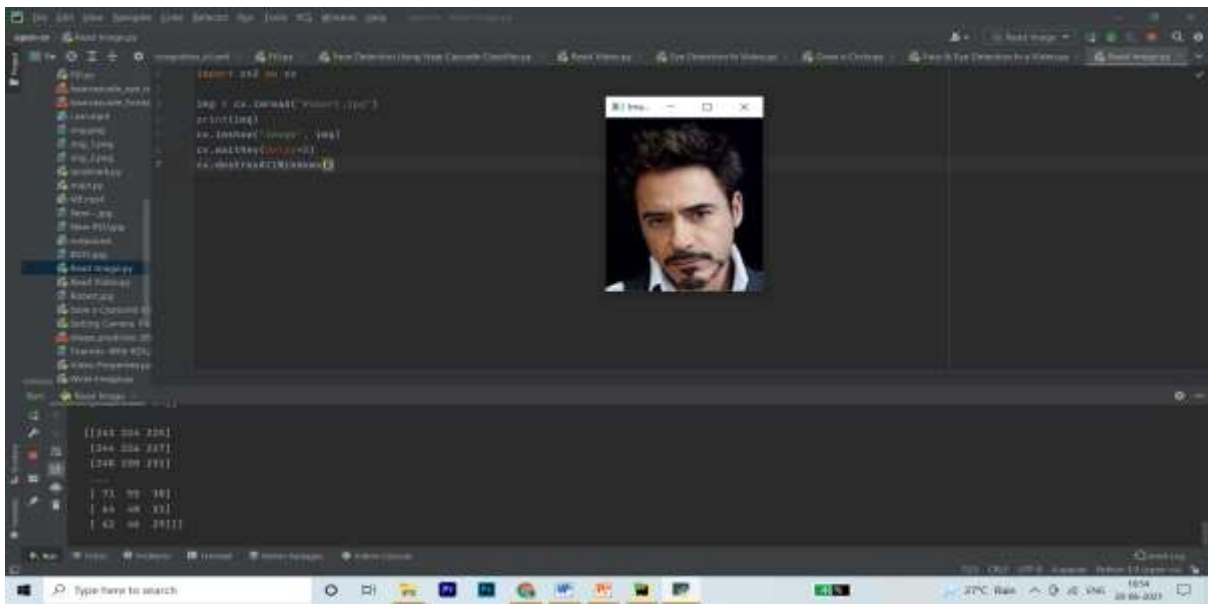
- \* *The analyst must work with the requestor to refine the requirements so they represent the requestor's true intent. This involves challenging the requirements and probing for missing information.*

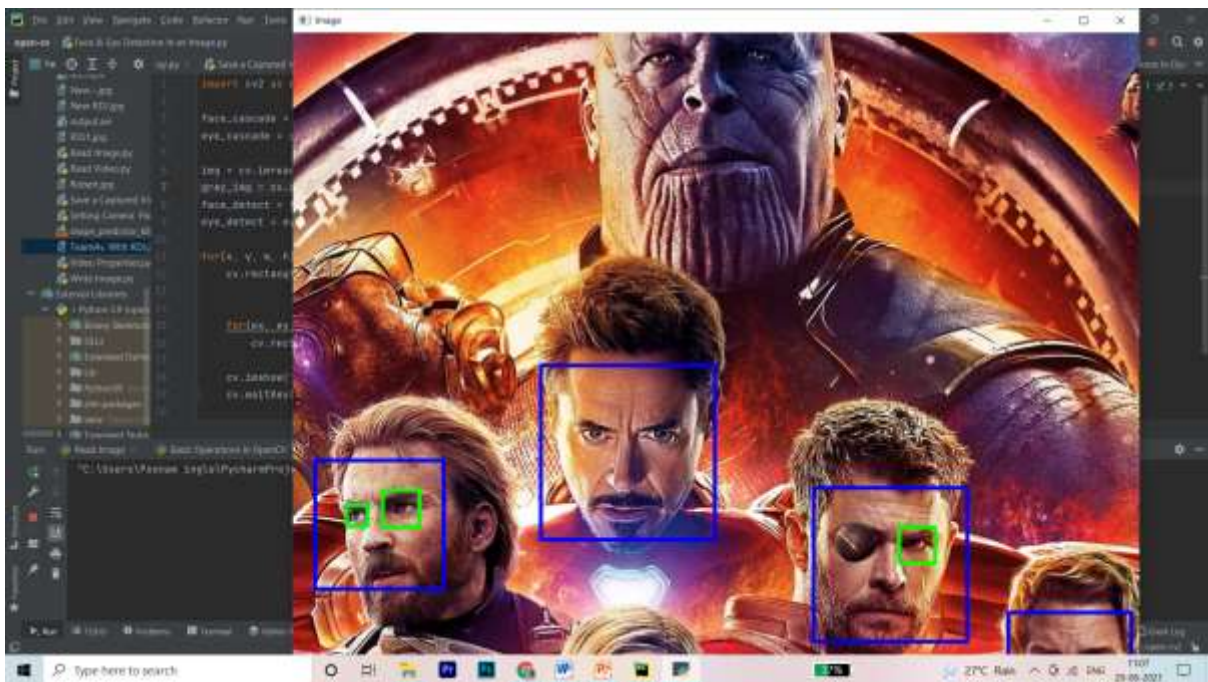
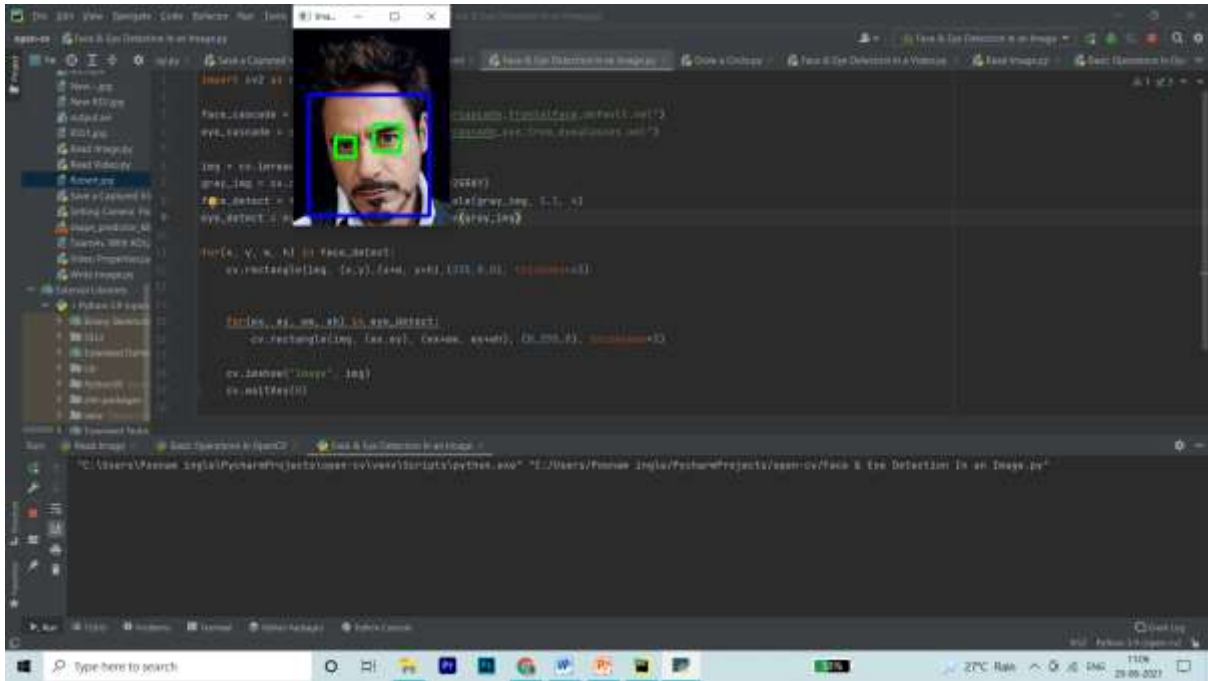
## ***Existing System***

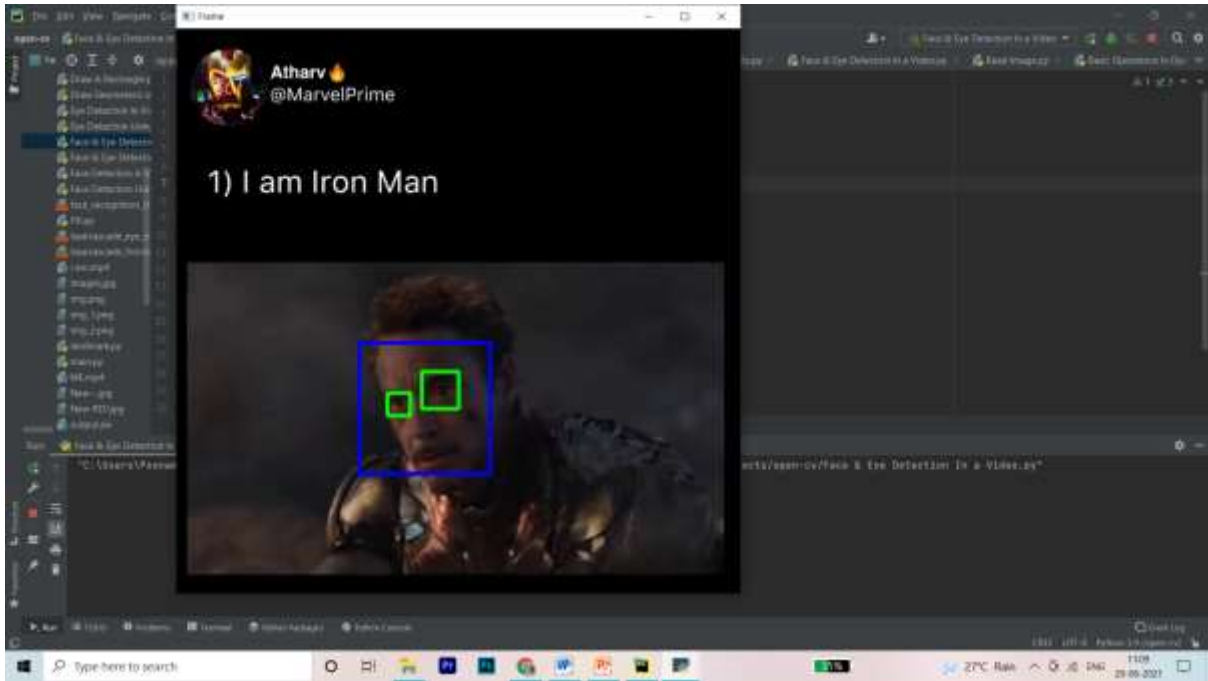
- \* *This system is manual system only. Here, have a facility to store the images. If you want to compare the images with the existing images it is manual process. This process is very slow to give the result. It is very critical to find the faces images.*

## ***Advantages***

- \* *software can be used for security purposes in organizations and in secured zones.*
- \* *The software stores the faces that are detected and can be used for future use as evidence.*
- \* *The system is convenient and secure for the users.*
- \* *It saves their time and effort*
- \* *Very fast and accurate.*
- \* *No need of any extra manual effort.*
- \* *No fever of data loss.*
- \* *Just need a little knowledge to operate the system.*
- \* *Doesn't require any extra hardware device.*
- \* *At last very easy to find the faces*









To,  
**Pulkit Soni,**  
12/202 Shonak Apartment,  
Shiva Shakti Nagar,  
Kanadia Road, Indore Indore (M.P)

Dear Pulkit,

are pleased to offer you the position of “**Software Trainee**” with **Rave Digital Pvt. Ltd.**, Indore. The details of this offer cum appointment are annexed.

**1]Terms & Conditions of Offer cum Appointment Letter: -**

1.1 Your Compensation will be **Rs.10,000/- per month during your On-Job Training/Probation period.** You will be entitled for **the package of anywhere between 4.0 LPA to 6.0 LPA** based on your performance after completing your training and after receiving your degree. During your training period you will be trained, guided and helped in developing your technical / programming skills from time to time.

1.2 The appointment letter shall be valid from the date on which you have joined us. Start date is expected to be **4<sup>th</sup> Jan 2021**. If you do not confirm your acceptance within two working days from the date of this offer or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer you are required to

Respond via email to [hr@raveinfosys.com](mailto:hr@raveinfosys.com) to communicate acceptance of the offer and to confirm your joining date. You will be required to sign on every page and send a scanned copy of this offer letter.

**OR**

Indicate your acceptance by signing on every page on the second copy of this offer and hand it over to:

HR Manager

1.3 On your joining date, please bring the following documents:

- Both the copies of this offer (if acceptance is given through email) duly signed and dated by you.
- Three passport-size colored photographs.
- The original and 2 sets of photocopies of the following's documents:

---

**Rave Digital Pvt. Ltd.**

193-193 A, Greater Brijeshwari, Pipliyahana, Indore - 452016 (M.P.)

Phone:+91 731,6465068, 4005068 Email:[contact@raveinfosys.com](mailto:contact@raveinfosys.com) Web:[www.raveinfosys.com](http://www.raveinfosys.com)

- Education degree certificates and all your mark sheets of the highest degree attained.
- All your previous experience letters.
- Proof of identity, being one of the following documents; passport, driving license, voter's identification card, PAN card.
- There will be a background verification before your joining, this offer would be only valid if you clear it.

## 2. The Other Terms and Conditions of the offer are as under.

2.1 Your headquarters shall be at Indore. However, your service are transferable at the discretion of the management, on part time or full time to any other firm or company or companies under the same management or associate or subsidiary, on the same terms and conditions. In such case you will be governed by the policies of that location.

2.2 You shall be on **probation for the period of six months**. As per your performance in the probation period, the management at its discretion may confirm your appointment. If after the end of this probation period the management decides that you need further training, then the probation period will extend for the period management finds suitable.

2.3 You are expected to ensure that you comply with the policies of the company as they form an integral part of the terms of employment with **Rave Digital**. These policies are updated / modified on a periodic basis and new Policies may be introduced from time to time.

2.4 In connection with your employment and during the term of your employment, all software's developed or conceived by you solely or jointly with others shall be exclusive property of the Company.

2.5 You shall be entitled for increments as per the applicable policies of the company.

2.6 In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain as secret and confidential all confidential information (as defined from time to time in the Confidentiality Policy of the company) and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by **Rave Digital** and in the course of your employment. This covenant shall endure during your employment and for a period of Eighteen months from the cessation of your employment with Rave Digital (irrespective of the circumstances of, or the reasons for, the cessation).

---

## Rave Digital Pvt. Ltd.

193-193 A, Greater Brijeshwari, Pipliyahana, Indore - 452016 (M.P.)

Phone:+91 731,6465068, 4005068 Email:[contact@raveinfosys.com](mailto:contact@raveinfosys.com) Web:[www.raveinfosys.com](http://www.raveinfosys.com)

2.7 You will be entitled to leave, holidays and working hours as applicable to your category of employees, location and posting.

**3. Twenty-Four Months Bond** - On your joining date you will enter into a service agreement with company for at least **24 Months** of your employment with the company. The detailed service agreement will be signed at the time of your joining.

3.1 Upon confirmation of service (after successful completion of probation period), the appointment can be terminated by **six week's** notice by either side. The company can terminate your appointment by paying you in lieu of notice period, the salary for the period of notice. And, In case you leave the company without giving notice, the company shall have the right to recover salary in lieu of notice period for the amounts due on you or otherwise.

3.2 This appointment can also be terminated, by giving **four week's** notice or compensation, during Probation Period, if your performance is below satisfactory level.

3.3 However, if you resign or give notice to the company, the management at its discretion may decide to waive the required notice period from you, and relieve you at a convenient date, without any obligation to pay compensation in lieu of remaining notice that you may have given.

3.4 No notice is required to be given if any of the information tendered by you at the time of appointment is found to be incorrect or if you breach any of the conditions of the contracts/documents /undertakings executed/given by you to the company. Salary will not include any benefits or incentive eligibility amounts.

3.5 If you are absent for continuous period of 8 days without leave or obtaining you manager's approval, you will be deemed to have voluntarily terminated your service without notice.

3.6 As and when there is any change in your residential address from the one that you have furnished to the company at the time of joining, you shall inform the management in writing in respect thereof. Or else, any communication sent by the company under Postal Certificate at available address shall be deemed to be proper and sufficient service of such communication to you.

3.7 You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

---

## **Rave Digital Pvt. Ltd.**

193-193 A, Greater Brijeshwari, Pipliyahana, Indore - 452016 (M.P.)

**Phone:**+91 731,6465068, 4005068**Email:**[contact@raveinfosys.com](mailto:contact@raveinfosys.com)**Web:**[www.raveinfosys.com](http://www.raveinfosys.com)

3.8 You shall be governed by the rules and regulations of the company, as may be from time to time.

3.9 By any chance if Candidate did not clear their last semester exam, we may extend their probation period (depending upon their training performance) or we may revoke the offers. However, we assume this will not be a case.

Please sign and return to us a copy of this letter as a token of acceptance of our offer and terms and conditions, as mentioned above.

Yours truly,

For **Rave Digital Pvt. Ltd.**

**Accepted by**

**Rakesh Verma**  
**[Authorized Signatory]**

**[Pulkit Soni]**



**Cognam Technologies Pvt. Ltd.**  
E-561A, IInd Floor, Pankaj Arcade, Near Ramphal Chowk,  
Palam Extn., Sector-7, Dwarka, New Delhi - 110077  
+91 11 45797544 | info@cognam.com | [www.cognam.com](http://www.cognam.com)  
CIN No. U72200DL2011PTC216749

7<sup>th</sup> January 2021

**Mr. Rajat Talreja**

S/o Mr. Narayan Talreja

106, Anand Nagar, Chitawad road, Indore (M.P)

### Offer Letter

Dear Rajat,

Further to the interview on 29<sup>th</sup> December 2020 , on behalf of **Cognam Technologies Pvt. Ltd.** hereinafter called "The Company", we are pleased to offer you a position of **Software Engineer** with us, at our Dwarka, New Delhi office. Your joining date will be **18<sup>th</sup> January 2021**. You will be on internship with us for a period of 6 months with a stipend salary of 16,000 per month. After completing your internship, you will join the company on **21<sup>st</sup> June 2021** as a regular employee. You will be on probation period of 3 months, after which your services will be confirmed with the company, based on your performance in these 3 months. This offer is contingent on your signing the Non-disclosure and Confidentiality agreement at the time of joining.

#### **1. Annual CTC**

Your CTC will be Rs. 4,50,000 per annum, as a regular employee. The appropriate Income Tax (if any) will be deducted from your remuneration and paid to the Central Government.

#### **2. Allowances/ perquisites and benefits etc.**

The detailed breakup of the remuneration, monthly/annual allowances, reimbursements, benefits and perquisites applicable to your position will be advised to you at the time of joining.

#### **3. Salary Review**

To ensure the success of each of the Company's employees, periodic progress reviews are conducted by the employee's supervisor. We believe in rewarding and retaining the good talent and thus salary revisions are purely based on the performance of the employee, industry standards and the company performance.

#### **4. Working Hours, Holidays and leave**

You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees. The regular working hours are Mon. to Fri. 9:30am to 6:30pm (including the lunch period).

#### **5. Probation**

You serve a probation/training period of three months with the company, after which time your employment will be confirmed by the company, based on your performance during those three months

#### **6. Past Record**

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material, information, you will be liable to removal from services without any notice or compensation whatsoever.



**Cognam Technologies Pvt. Ltd.**  
E-561A, IInd Floor, Pankaj Arcade, Near Ramphal Chowk,  
Palam Extn., Sector-7, Dwarka, New Delhi - 110077  
+91 11 45797544 | info@cognam.com | [www.cognam.com](http://www.cognam.com)  
CIN No. U72200DL2011PTC216749

**7. Protection of Company Property**

You will be required to sign and return a copy of the agreement to protect Company's property rights, on joining.

**8. Secrecy**

You will not any time disclose to a third party any of the company's confidential technical information or any information concerning the business of the company, its parent company, clients and affiliated Companies, which you may come to know during your service with the Company. You will also be required to sign the confidentiality agreement with the company, on joining.

**9. Code of Conduct**

The Company prides itself as a company with the highest order of ethical conduct in its dealings with customers, suppliers, agents and governments. As part of your employment agreement with the company, it is important that you fully understand this philosophy and policies governing it.

**10. Notice**

Either party may terminate this employment during the probation/training period by giving one months' notice to the other. Following confirmation, employment may be terminated by giving two months' notice. The Company shall, however, have the right to terminate employment without notice in case of breach of contract or misconduct by the employee (i.e. "for cause" termination).

**11. On Separation**

On termination of employment and/or resignation, you will immediately give up the Company all the tools, accessories, formulae, documents, specifications, books etc. of whatsoever nature in your custody, care of charge and obtain clearance certificate from the relevant person/ office/dept., on production of which alone your dues, if any, will be settled by the Company. If you resign or are terminated for cause prior to your first-year anniversary, you shall be liable to return any joining bonus paid to you, which may be deducted from your full-and-final.

**12. Transfer**

Depending upon exigencies of business your services can be transferred by the Company in any capacity, as the Company may desire from time to time, from

- a) one location to another
- b) one department to another
- c) one project to another

It is a condition of employment that you can be transferred by the Company anywhere in India or abroad to any of the parent company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, Client company etc., as per business needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.



**Cognam Technologies Pvt. Ltd.**  
E-561A, IInd Floor, Pankaj Arcade, Near Ramphal Chowk,  
Palam Extn., Sector-7, Dwarka, New Delhi - 110077  
+91 11 45797544 | info@cognam.com | [www.cognam.com](http://www.cognam.com)  
CIN No. U72200DL2011PTC216749

### **13. Retirement**

The retirement age from the services at the company is on completion of sixty years. However, you may be retired at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 60<sup>th</sup> birthday falls.

### **Other general Terms and Conditions**

This offer is contingent on your satisfying certain formalities before your time of joining, including signing the Company's standard Non-disclosure and Confidentiality Agreement.

Appointment letter is subjected to your clearing of all exams and having no backlog before your date of joining.

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters.

During the course of your employment with Company, you shall devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business or service except with Company's prior approval obtained in writing.

Whenever there is a change in your personal information, you shall notify to the Company within three working days.

In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the company and as may be amended or altered from time to time at the discretion of the company will also apply to you.

This letter holds precedence over all previous communications between both the Company and yourself, both written and spoken. This letter constitutes the entirety of the offer of employment to you.

**Please confirm that the terms and conditions specified above in this employment agreement are acceptable by signing its pages and returning it to us within two (2) working days. This offer is void or invalid if company does not receive acceptance within this timeframe.**

Please submit following documents with the acceptance:

- A. Copies of Degrees, Diplomas and Certificate Courses done.
- B. One passport size photograph.
- C. Copy of PAN Card
- D. Copy of Aadhar Card

We look forward to working together with you for a rewarding career for you and successful business for the company.



**Cognam Technologies Pvt. Ltd.**  
E-561A, IInd Floor, Pankaj Arcade, Near Ramphal Chowk,  
Palam Extn., Sector-7, Dwarka, New Delhi - 110077  
+91 11 45797544 | info@cognam.com | [www.cognam.com](http://www.cognam.com)  
CIN No. U72200DL2011PTC216749

Yours Sincerely,

**For Cognam Technologies Pvt. Ltd.**

A handwritten signature in blue ink, appearing to be "Rajat Talreja", is written over a faint, illegible stamp or watermark.

**Authorised Signatory**

**Agreed by Rajat Talreja**

I agree to accept the employment on the above- mentioned terms and conditions and will join my position no later than 18<sup>th</sup> January 2021.

**Place:**

**Date:**

**Signature**





Date: - 3<sup>rd</sup>-April-2021

Dear Rakshanda Sadhu,

Appointment as a trainee.

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from **5<sup>th</sup>-April-2021** under the following terms and conditions: -

1. Salary

Your Salary will start after success completion of probationary period (6 Months).

2. Probationary Period

Your appointment will be subject to a probationary period of 6 months. An official confirmation of your appointment will be notified to you in writing.

Probationary stipend will be paid to you after successful completion of one-month training and stipend amount will be discussed based on your performance in one-month training period.

3. Working Hours

Your working hours will be as follows:

Mon-Sat: 09.00 AM to 6.00 PM

Lunch Break: 2.00 PM to 2.45 PM

At times, you may be required to work irregular hours, including Saturday and Sunday. Appropriate time off will be considered for work performed outside normal operational hours.

4. Leave of Absence

Leave of absence whether medical or annual will be given in accordance with the Company's Employee Handbook. Application on prescribed form for leave must be made one week in advance.

---

Raipur Office Address: - C-2/13, SECTOR-7, NEW RAJENDRA NAGAR,  
RAIPUR, (C.G.)-492001

---



## 5. PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT

Period of notice for termination of employment or salary in lieu shall be as follows: -

- a) First month of probation — without notice
- b) Second month till probation end — 7 days
- c) After probation — 1 month

Leave cannot be utilised as resignation notice.

## 6. FRINGE BENEFITS

Upon satisfactory completion of the probation period, you will become our permanent employee and are entitled to the fringe benefits specified in the Employee Handbook.

You are required to serve the Company with loyalty and honesty and strictly follow all instructions given to you by your supervisors in carrying out your duties.

You shall not take or engage in any other employment, trade, business, whatsoever outside the business of the Company during the period of your employment.

## 7. CONFIDENTIALITY

You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

## 8. RESIGNATION/TERMINATION

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if: -

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the



- d) cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon the termination of her/his employment of any cause or by any means whatsoever the employee shall not for a period of 12 months thereafter undertake or carry on either alone or in partnership not be employed or interested directly or indirectly in any capacity whatever in the business of Sprigrer Technologies Private Limited and shall not during the lieu period and within the same area either personally or by her/his agent or by letters, circulars or advertisements whether on her/his own behalf or on behalf of any other person, firm or company canvass or solicit orders from or in any way interfere with any person(s), company who shall at any time during the continuance of the employee's employment thereunder have been a customer or customers of the company its associates not use or disclose any information convening the company's or its associates' business or affairs or any customer of the company of its associates which may have been acquired by her/him in the course of or as incident to her/his employment hereunder for her/his own benefit or to the detriment or intended or probable detriment of the company or its associates.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely

Rahul Singh  
(Founder)  
Sprigrer Technologies Private Limited

---

Raipur Office Address: - C-2/13, SECTOR-7, NEW RAJENDRA NAGAR,  
RAIPUR, (C.G.)-492001

---

# INTERNSHIP CERTIFICATE

## IMPETUS

June 04, 2021

To whomsoever it may concern

This is to certify that Ms. Ravleen Kaur, student of Integrated MCA (12th Semester) from International Institute of Professional Studies, DAVV Indore has completed industrial training in our organization as a Project Trainee from 06 November 2020 to 31 May 2021. During the training period, she worked on Project "DNS Server" using Spring Boot, Angular, Jenkins, and MongoDB etc.

During the period of internship, she was found good. We wish her the best of luck for future.

Sincerely,

From Impetus Technologies India Pvt. Ltd.

 Alex Date: 2021.06.04

Authorized HR Signatory

Impetus Technologies India Private Limited  
(Formerly known as Impetus InfoTech (India) Private Limited)  
CIN – U72100MP2000PTC014455  
Regd. Office: Sarada House, 24-B, Palasia, A.B. Road,  
Indore-452001 (M.P.) India. Phone: +91.731.4269300 Fax: +91.731.4071256

## Joining Letter

Dear **Rishank Waghela**,

With reference to your application and subsequent to your training with us, we are pleased to appoint you as **Business Development Trainee** in our organization on the following terms and conditions.

Date of joining: **22<sup>nd</sup> February 2021**

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

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

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

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.



# EVTAMIN BUSINESS CONSULTING PVT. LTD.

-VITAMINS

Address : 56-57 Sheshadri Colony, Mahesh Guard Line, Indore 452006 (M.P.)

JT 23AACCF6203F128

0475 /EVITS/20-21-22

6. Absence for a continuous period of ten days without prior approval of your superior (including absence on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
7. Notice Period: Your services shall be terminable on one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of company's management.
8. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
9. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
10. You will be responsible for safekeeping and return in good condition and order of all Company property which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you and look forward to a fruitful collaboration.

With best wishes,

For **Evitamin Business Consulting Pvt. Ltd.**

**For Evitamin Business Consulting Pvt. Ltd.**

**Ruchi**  
Director

Name **Ruchi Daga**

Designation: **Director**

EMPLOYEE ACCEPTANCE

I accept employment with the Company under the terms set forth in this letter.

Name Rishank Waghela

Date: 27/02/21

Signature: Rishank Waghela